

A Study of the Private Investigator

April 2002

Conducted for the

Commonwealth of Virginia,
Department of Criminal Justice Services

Prepared by:

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Director, Research and Development

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Executive Summary

The job analysis (JA) described in this report was conducted for the Commonwealth of Virginia's Department of Criminal Justice Services-Private Security Services Section (VAPSSS). In 2002, Schroeder Measurement Technologies, Inc (SMT) worked with VAPSSS to develop a plan to determine the important attributes of the Private Investigator (PI).

The Commonwealth of Virginia appointed an Advisory Committee (AC) of content experts to assist SMT in this role delineation. The AC was responsible for the following survey development tasks:

1. Developing a survey delineating the roles of the PI.
2. Identifying appropriate demographic questions to describe the population of practitioners.
3. Identifying an appropriate sampling plan
4. Developing tasks that describe the work behaviors

After the draft survey was completed, it was sent to the VAPSSS for review prior to final distribution. The goal was to review the survey for clarity, punctuation, and grammar errors. After the VAPSSS review, a conference call was conducted to resolve any outstanding issues. Subsequently the surveys were printed for distribution.

Surveys were mailed to a random sample of 700 PIs. A total of four surveys were returned due to incorrect addresses, making the corrected sample total 696. Of the 696 distributed surveys, 221 were completed by respondents. This resulted in an overall return rate of 32%. These numbers represent a sufficient number of respondents to conduct subsequent analyses.

Over 96% of the respondents indicated that the survey either completely or adequately covered the important Knowledge, Skill or Ability elements (KSAs) of the PI profession. Reliability estimates for both the instrument and respondents were calculated. The resulting reliability estimates were high. This indicates that if the same instrument was used with a different sample from the same population, the survey results would likely be very similar.

The results of the survey analyses were presented to the AC for consideration. The goal of the second meeting was to establish KSA exclusion criteria. Of the original 102 tasks, one task was excluded (36). In addition, four KSAs were added to the final content outline based on respondent comments and committee deliberations. Finally, a new major content category was created to encompass existing KSAs about Virginia code

and law. This resulted in a 105 KSA content outline. The final content outline can be viewed in appendix G.

Finally, the AC made recommendations for the number of training hours required for each major content area.

Introduction

The job analysis (JA) described in this report was conducted for the Commonwealth of Virginia's Department of Criminal Justice Services-Private Security Services Section (VAPSSS). In 2002, Schroeder Measurement Technologies, Inc (SMT) worked with VAPSSS to develop a plan to determine the important attributes of the PI profession.

The VAPSSS appointed an AC to assist SMT with content. Prior to the meeting SMT reviewed PI work-related documents. These included job performance appraisals, training materials, legal descriptions of curriculum, and job descriptions. This resulted in a draft KSA list that was presented to the AC during the first meeting. The AC reviewed and modified that KSA list to reflect the current practice of PIs.

After the survey was completed, it was distributed to a random sample of 700 practitioners. Returned surveys were tabulated, and data were analyzed to determine which KSAs were relatively more important. The survey can be found in Appendix A.

Methods

Advisory Committee

The AC was formed to provide content expertise throughout the process. The members of the AC were experts in the field of Private Investigation. SMT and the VAPSSS are grateful to them for volunteering their time and providing their expertise. Below is listed the names of the AC members.

Name

Deborah Aylward

James Dillingham

Chris DiMartino

Shirley Williams

Lisa Hahn (Commonwealth Representative)

Robert Hood (Commonwealth Representative)

The AC responsibilities included the following:

1. Provide background information about the profession
2. Review KSA list
3. Develop a rating scale
4. Develop demographic questions
5. Develop a sampling plan
6. Develop task exclusion criteria

Rating Scale

The rating scale used for the survey was: How important is the KSA to the practice of the Private Investigator?

0 = Not Important

1 = Minimal Importance

2 = Below Average Importance

3 = Average Importance

4 = Above Average Importance

5 = Extreme Importance

Demographic Questions

Demographic questions serve two purposes. First, they are used to evaluate the adequacy of the sample. The AC reviewed these data and determined that the sample was representative. Second, certain demographic questions are used to conduct subgroup analyses to identify any potential differences between subgroups. Appendix B presents raw frequency data. The demographic information collected for this survey included demographic information on:

1. Years Experience
2. Level of Education
3. Primary Area of Practice
4. Compliance Agent Status
5. Previous Law Enforcement Experience
6. Number of Employees
7. Supervisory Status
8. Owner or Principal
9. Number of Cases Completed
10. Gender
11. Ethnicity

Questions one (Years Experience) and nine (Number of Cases Completed) were used to conduct subsequent sub group analyses. This analysis is used to ensure the content is fair and consistent across different strata of the sample.

Sample Selection

Surveys were mailed to a random sample of 700 PIs. All respondents were from the Commonwealth of Virginia. The sample was randomly selected from a list of licensed professionals.

Results

Return Rate

Surveys were mailed to a random sample of 700 PIs. A total of four surveys were returned due to incorrect addresses, making the corrected sample total 696. Of the 696 distributed surveys, 221 were completed by respondents. This resulted in an overall return rate of 32%. These numbers represent a sufficient number of respondents to conduct subsequent analyses and to make rationale inferences.

Scale and Respondent Reliability Estimates

Two Reliability estimates were calculated to evaluate the amount of error associated with the survey and the respondents. To evaluate the instrument, a statistic known as coefficient alpha was calculated. Higher values (e.g., greater than .90) reflect lower error with a maximum theoretical value of 1.0. These estimates are affected by the number of questions and the number of respondents. For the survey, all content areas had reliability estimates that were greater than .90 which suggests limited measurement error. A second reliability statistic known as an intraclass correlation was calculated for all content areas. All five of the content areas had reliability estimates greater than .90. One category (Communication) did not have a sufficient number of KSAs to estimate reliability well. Table 1 below presents this data.

Table 1. Reliability Estimates

Content Area	N items	N Respondents	Scale Reliability	Respondent Reliability
1. Law	37	183	.96	.98
2. Investigative Techniques	42	193	.97	.97
3. Report Writing	8	218	.92	.98
4. <i>Communication*</i>	6	215	.92	NA
5. Professional Standards	9	216	.92	.99
TOTAL	102	163	.98	.97

**Reliability estimates for content area 4 may be meaningless due to a low number of survey questions.*

Survey Adequacy Coverage of Tasks

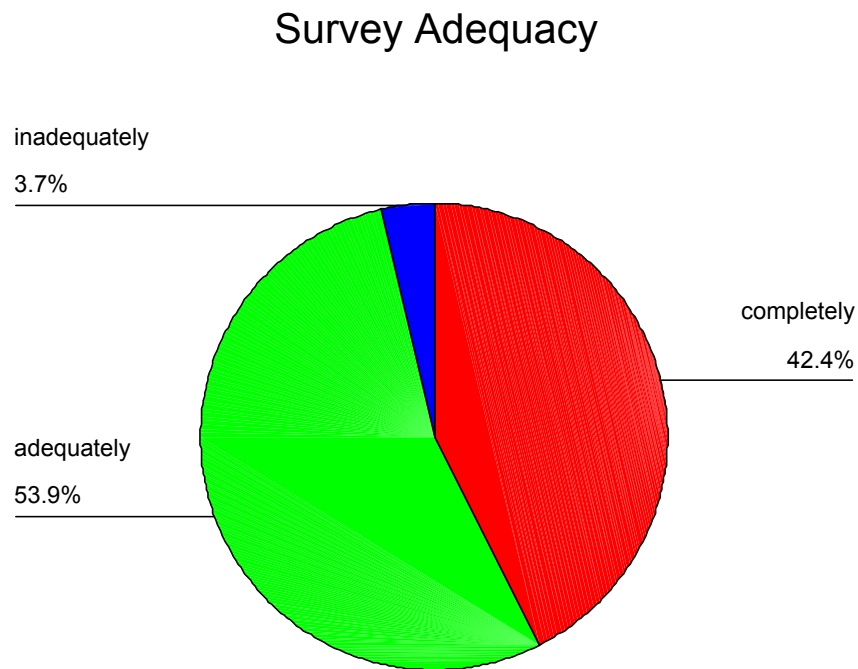


Figure 1. Task Adequacy

At the end of the survey, respondents were asked “how well did this survey cover the important KSAs of the Private Investigator?” As can be viewed in the above figure, over 96% indicated that the survey either completely or adequately covered the important tasks of the security officer.

Demographic Questions

Figures 2 through 12 present background information about the respondents. The typical respondent had more than 10 years experience, a baccalaureate education, primarily practiced in information gathering, was not a compliance agent, had some previous law enforcement experience, was self-employed, did not supervise others, was not an owner, completed more than 100 cases, was male and Caucasian.

Years Experience

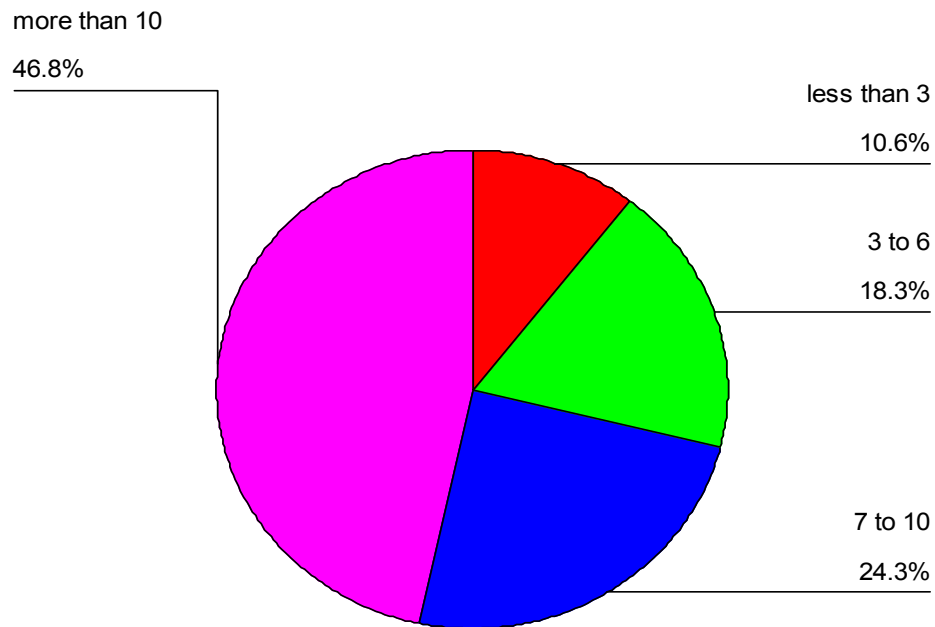


Figure 2, Years Experience

Over 45% of the respondents indicated that they had more than ten years experience in the private investigation profession. Less than 30% of the sample had six or fewer years experience. Of the 221 respondents, 3 respondents did not respond to this question

Level of Education

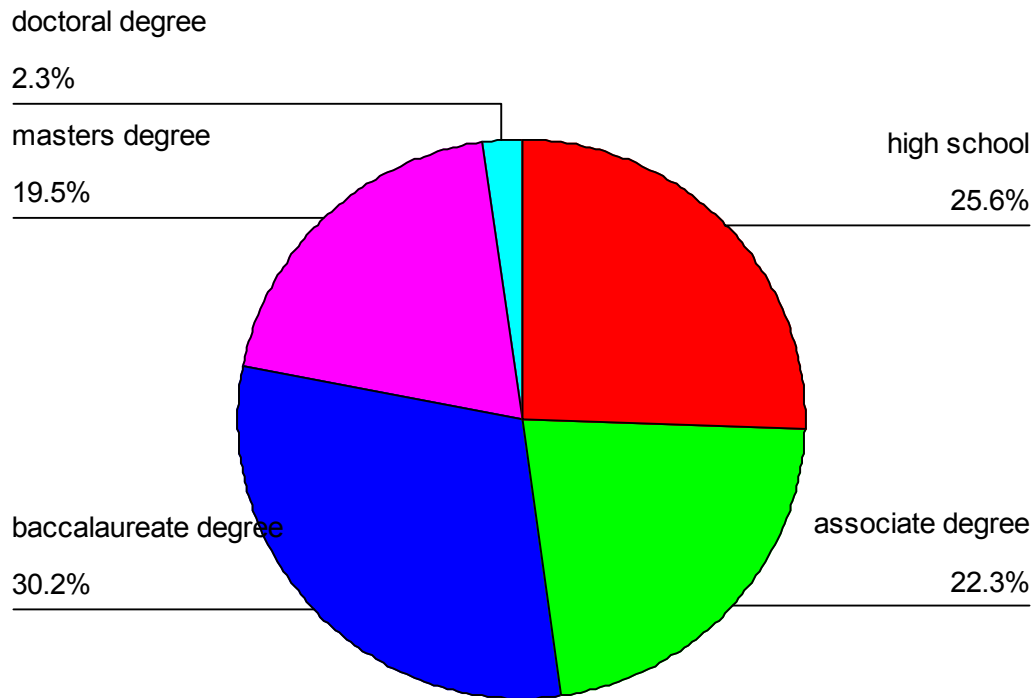
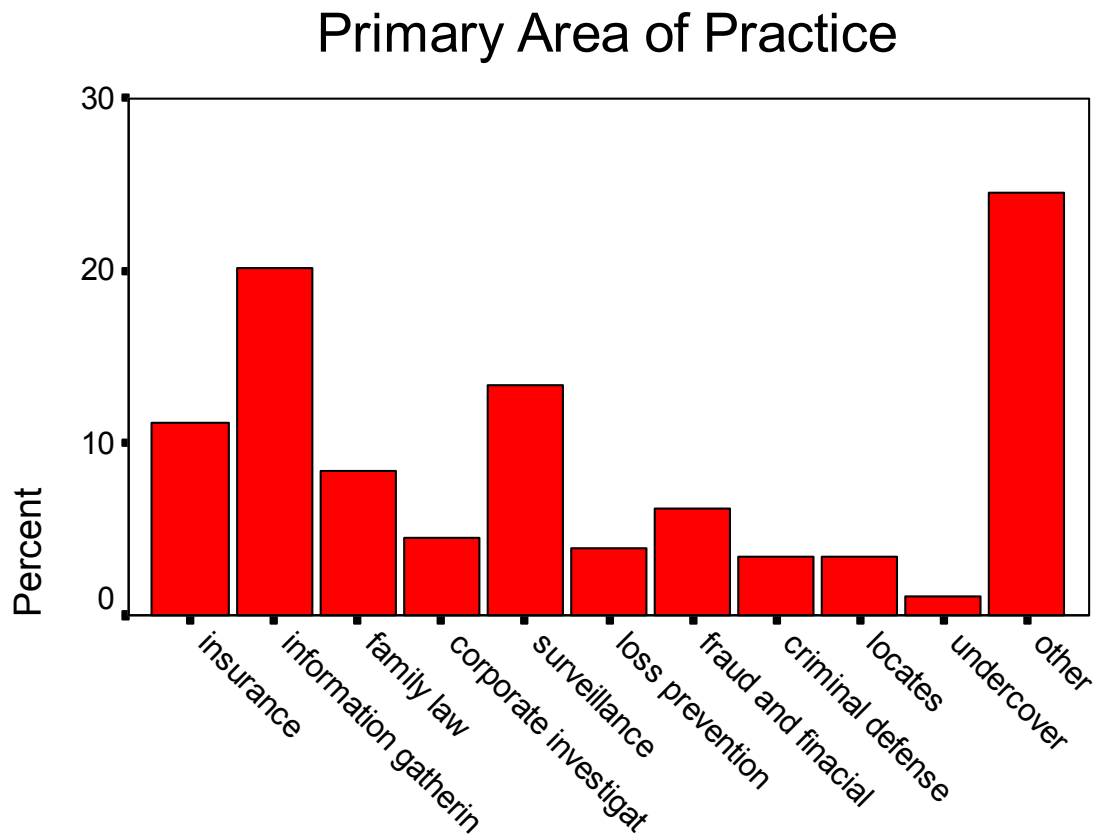


Figure 3, Level of Education

Approximately 75% of the respondents indicated that they had some college. The largest respondent group was baccalaureate degree. Of the 221 respondents, 10 respondents did not respond to this question



Primary Area of Practice

Figure 4, Primary Area of Practice

The distribution of practice area was well balanced. The distribution may suggest that PIs are working on a variety of cases. The “other” category was the largest cohort with 24.6% selecting this description and the second largest group was information gathering (20.1%). Some of the “other” categories included Arson and fire investigation and background checks. Of the 221 respondents, 42 respondents did not answer this question.

Compliance Agent?

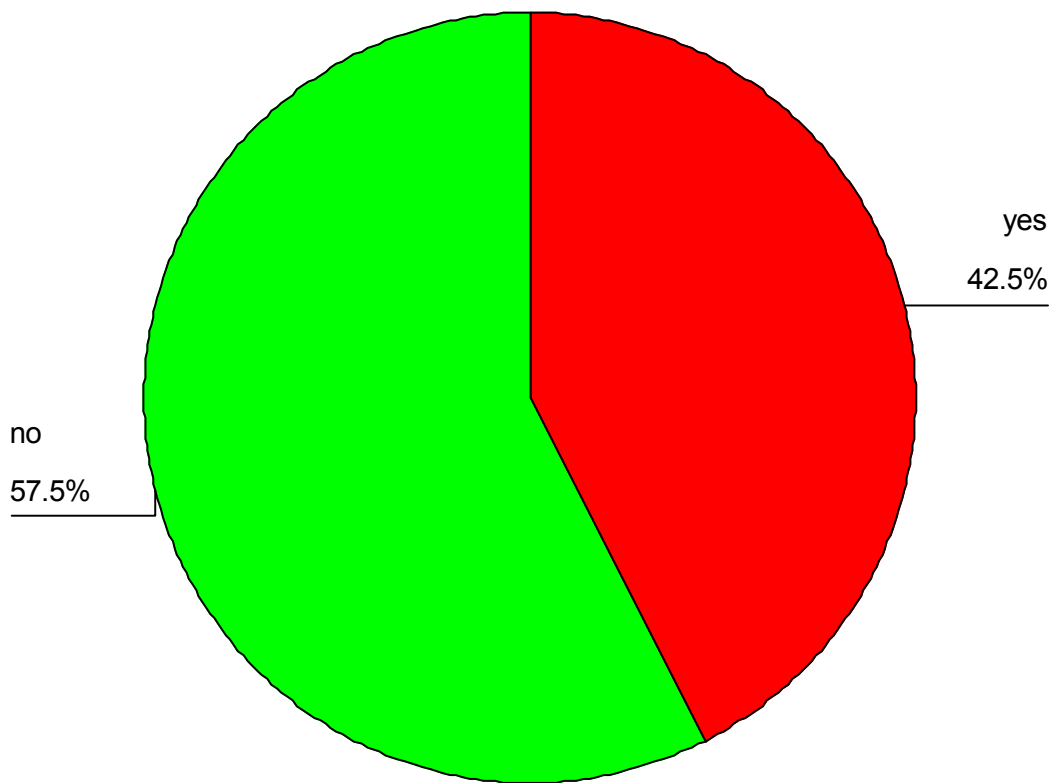


Figure 5, Compliance Agent

The largest cohort in the sample indicated that they were not a compliance agent (57.5%). Of the 221 respondents, two respondents did not answer this question.

Prior Experience in Law

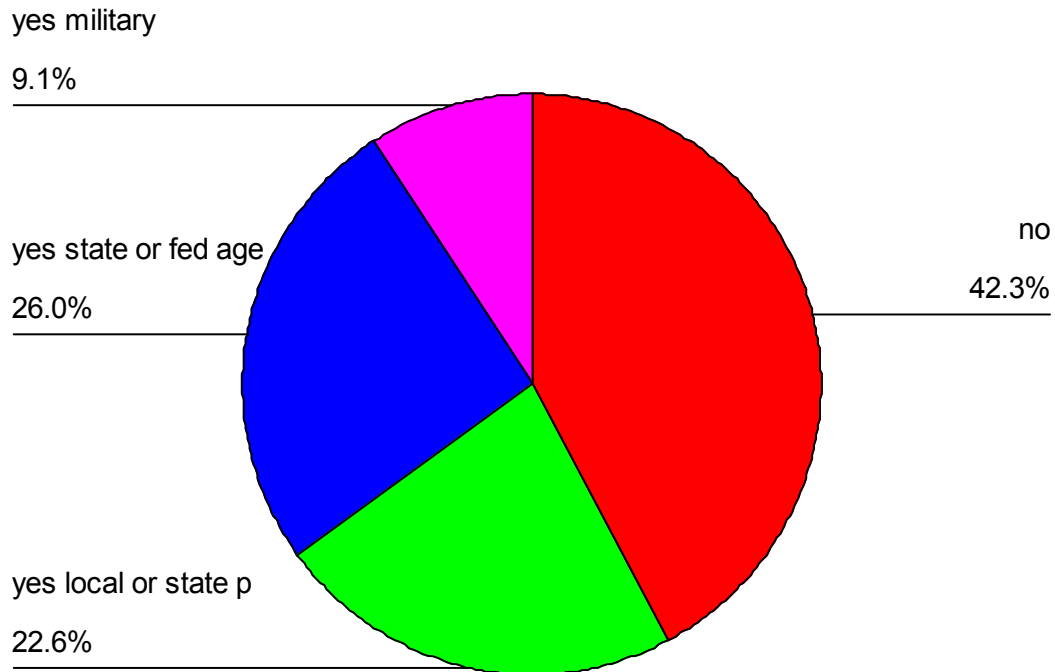


Figure 6, Prior Law Experience

Over 57% of the respondents indicated that they had previous law experience leaving the remaining 42% without previous law experience. Of the 221 respondents, 13 respondents did not answer this question.

Number of Employees

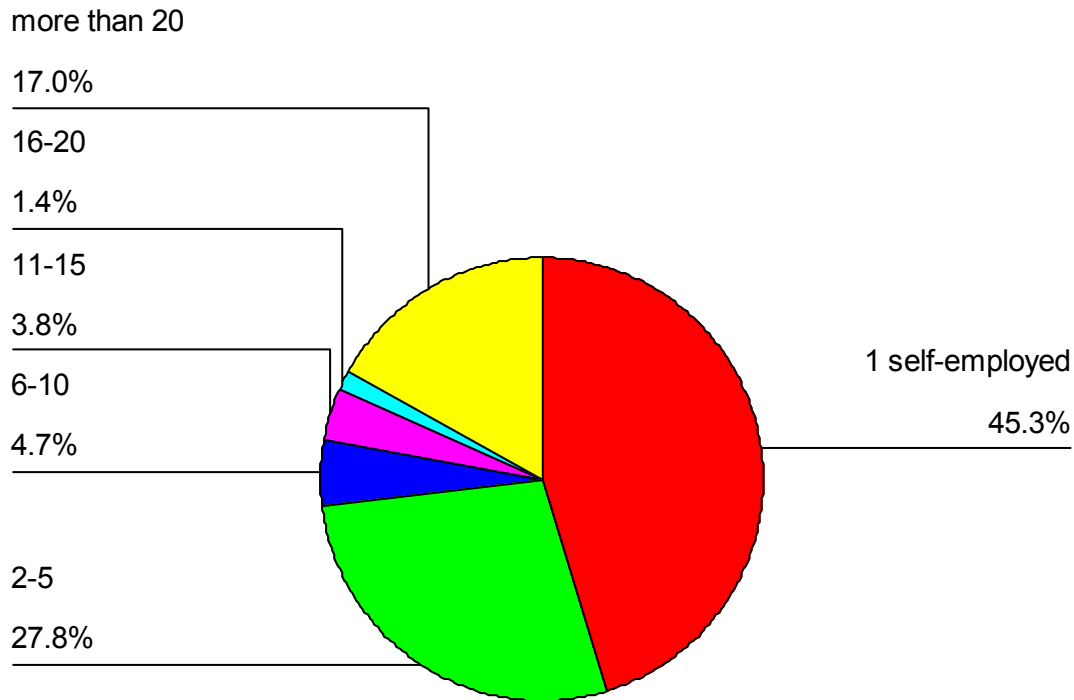


Figure 7, Number of Employees

To better understand the extent to which PIs work as self-employed or with others, the AC believed this question would answer the question. The largest group of respondents indicated that they were self-employed (45.3%). Of the 221 respondents, 9 respondents did not answer this question.

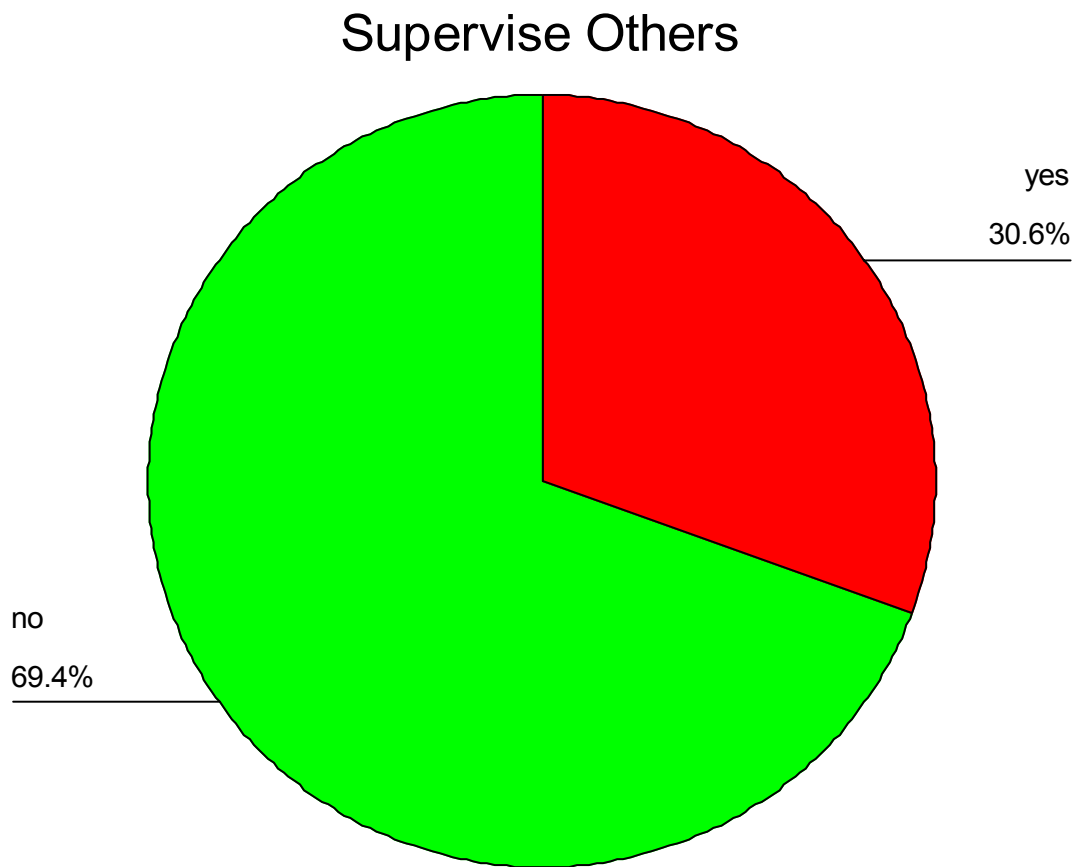


Figure 8, Supervisory Responsibility

Given that 45% indicated that they were self-employed, it is not surprising that the majority of the respondent PIs did not supervise others. A simple majority indicated that they do not supervise others with 69.4% selecting this option. Of the 221 respondents, 5 respondents did not answer this question.

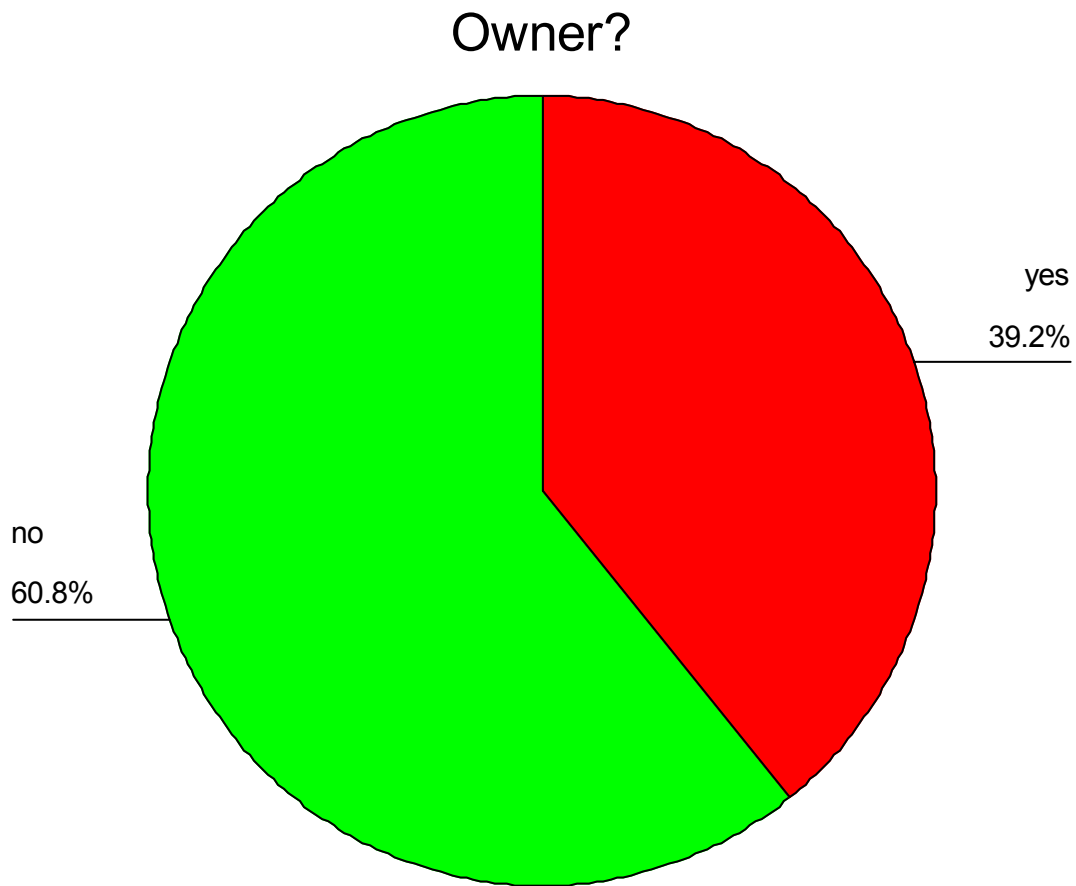


Figure 9, Owner or Principal

Approximately 39% of the respondents indicated that they were business principals or owners. Of the 221 respondents, 4 respondents did not answer this question.

Number of Cases

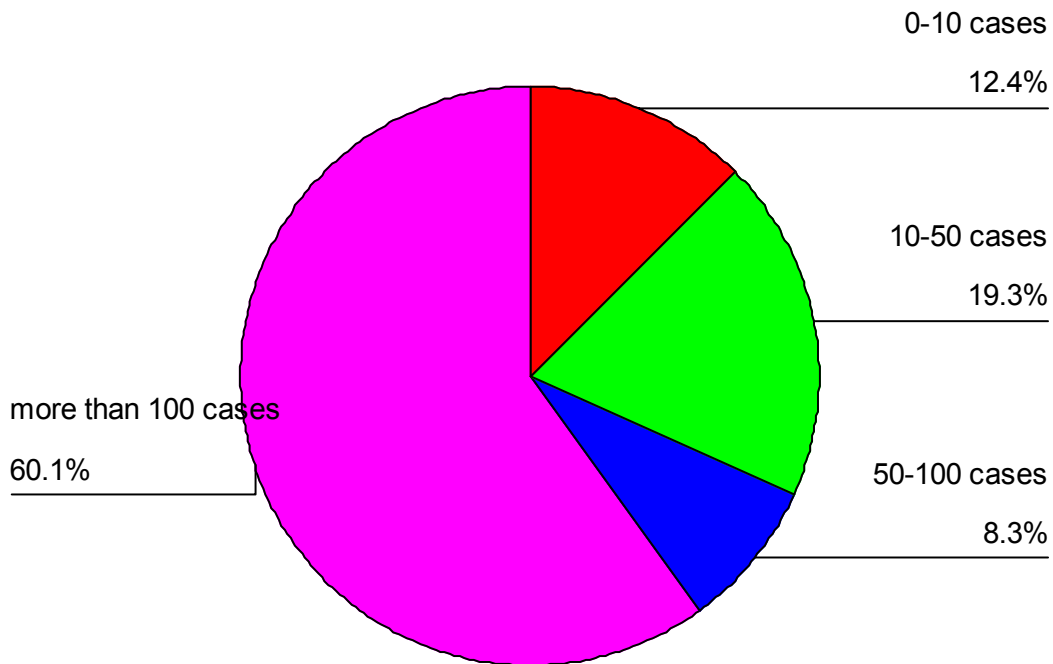


Figure 10, Number of Completed Cases

Over 60% of the respondents indicated that they had completed more than 100 cases. Of the 221 respondents, 3 respondents did not answer this question.

Gender

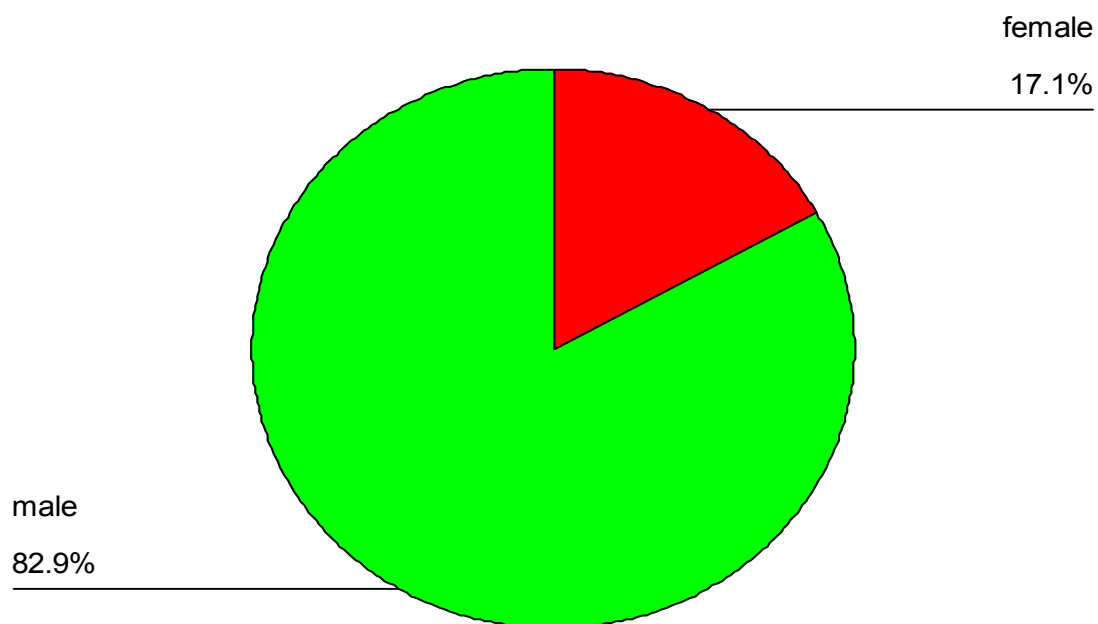


Figure 11, Gender

Two optional questions were asked of the respondents. The first question was gender. Most respondents were male (82.9%). Of the 221 respondents, 10 respondents did not answer this question.

Ethnicity

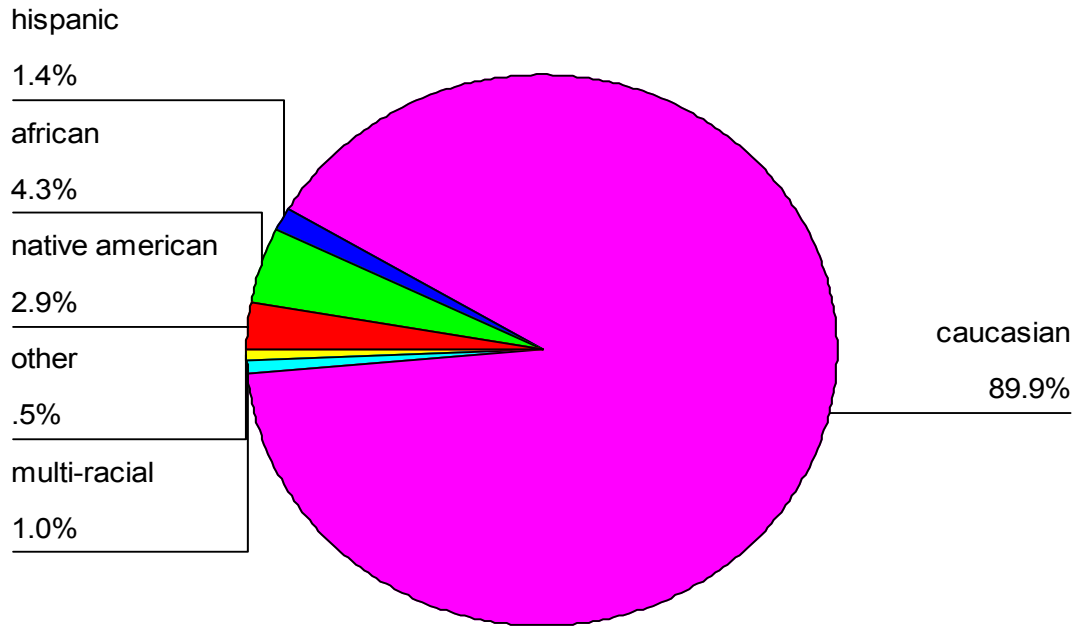


Figure 12, Ethnicity

The second optional question was ethnicity. Over 89% of the respondents indicated that they were Caucasian. Of the 221 respondents, 14 respondents did not answer this question or had multiple selections.

Decision Criteria for KSA Exclusion

Three total analyses were used to determine what content would be excluded. The analyses were:

1. Mean Importance
2. Sub Group Analysis Years Experience
3. Number of Cases

Rule 1. Mean Importance Rating

The AC determined that a mean rating of 3.22 should be the cutoff for KSA inclusion. This represents an Above Average mean rating. One KSA was excluded with this rule (36, Union Strike Laws) Appendices c and D presents this data.

Table 2. Summary of Mean Importance Ratings

Label	Mean Value	Frequency	Percent
Extreme Importance	4.5 – 5.00	12	11.77%
Above Average Importance	3.5 – 4.49	84	82.35%
Average Importance	2.5 – 3.49	6	5.88%
Below Average Importance	1.5 – 2.49	0	0%
Minimal Importance	1.0 – 1.49	0	0%

The scale had a range of 1 to 5. All tasks had mean ratings above 3.20 which indicates that all tasks were considered to be “Above Average Importance.”

Rule 2. Mean Importance by Years Experience

Using the criteria from rule 1 (i.e., mean rating greater than 3.20), two out of the three categories must be above 3.20. The three years experience groups were

1. Less than 6 years
2. 7 to 10 years
3. More than 10 years

The only KSA that met this criteria was KSA # 36 which was previously eliminated. Therefore, it appears as though importance is consistent regardless of years experience. Appendix C presents this data.

Rule 3. Mean Importance by Number of Cases

Two groups were created for this analysis (up to 100 cases and over 100 cases). As this role delineation was designed to identify information necessary for entry-level PIs, The decision criteria was a mean rating below 3.20 for the newer PIs (up to 100 cases). That is, for a KSA to be excluded either both groups had to have a mean rating below 3.20 or the “up to 100 cases” group had to have a mean rating below 3.20. No additional KSAs were eliminated with this rule. Appendix F presents this data.

Additional Tasks

After reviewing the data, tasks, and respondent comments, the AC was given an opportunity to include tasks in the final content outline that may have been overlooked. Four additional KSAs were added to the outline. In the content area labeled Investigative Techniques - Interviews, under Types of interviews the AC included:

1. Juvenile
2. Suspects
3. Hostile
4. Reluctant

In addition, a new major content area titled Orientation was added. Within this content area, Virginia specific laws and regulations were moved from the Law content area. The final content outline is presented in Appendix G.

Training Weighting

Six sections of training were identified. Presented below are the areas and the number of hours required for training purposes.

Basic Core Training Hours (24 total)

1.	Orientation	2 hours
2.	Standards	2 hours
3.	Law	20 hours (1 practical)
4.	Investigative Techniques	30 hours (2 practicals)
5.	Report Writing	4 hours (1 practical)
6.	Communication	2 hours

60 total hours of training

Private Investigator Survey

Private Investigator Survey Directions

Please respond to the following background questions. The purpose of these questions is to cross tabulate the responses (e.g., by geographic region or work setting) to better define the Private Investigator through statistical analyses. **Please place an "X" next to your response and only provide one response to each question. ALL information is confidential.**

Section 1

Demographic Variables

1. How many years have you been working as a registered Private Investigator?
☐ Less than 3 years
☐ 3 to 6 years
☐ 7 to 10 years
☐ More than 10 years
2. What is your highest level of completed education?
☐ High School Diploma or equivalent
☐ Associate Degree
☐ Baccalaureate Degree
☐ Master's Degree
☐ Doctoral Degree
3. What is your primary area of practice?
☐ Insurance (e.g., worker's compensation)
☐ Information gathering (e.g., Background, Computer)
☐ Family Law (Domestic)
☐ Corporate Investigations (e.g., theft or EEOC violations)
☐ Surveillance
☐ Loss Prevention
☐ Fraud and Financial
☐ Criminal Defense
☐ Locates (e.g., missing persons, witness locates)
☐ Undercover
☐ Other _____
4. Are you a compliance agent?
☐ Yes
☐ No
5. Do you have prior experience in Law Enforcement?
☐ No
☐ Yes, Local or State Police
☐ Yes, State or Federal Agency
☐ Yes, Military
6. What is the number of employees working for your employer?
☐ 1 (self-employed)
☐ 2-5
☐ 6-10
☐ 11-15
☐ 16-20
☐ more than 20
7. Do you supervise other private investigators?
☐ Yes
☐ No
8. Are you a Private Security Services Business owner or principal?
☐ Yes
☐ No
9. In your career, how many investigative cases have you completed?
☐ 0-10 cases
☐ 10-50 cases
☐ 50-100 cases
☐ More than 100 cases

OPTIONAL DEMOGRAPHIC QUESTIONS

10. What is your gender?

☐ Female
☐ Male

11. What is your racial ethnic background?

☐ Native American/Alaskan Native
☐ Asian/Asian American/
Pacific Islander
☐ African American/Black
☐ Hispanic
☐ Caucasian
☐ Multi-racial
☐ Other: _____

Section 2

KSAs

A comprehensive list of important Knowledge, Skills, or Abilities (KSA's) performed by a Private Investigator is presented on the following pages. Please provide your ratings to the KSA's in relation to the entry-level KSA's of a private investigator at your work site. Your expert judgment is critical to assessing the importance of these KSA's. In the context of a job analysis study, KSA's refer to elements of knowledge, skill and ability that are important to competence. These three components of may be defined as follows:

Elements of Knowledge refer to those things that a role incumbent must know, facts they should be able to recall, and concepts they must be able to understand.

Elements of Skill refer to those things that a role incumbent must be able to do and include cognitive skill such as being able to solve job-relevant problems as well as physical skills of which the role incumbent must be capable.

Elements of Ability refer to those things that a role incumbent must possess in terms of mental and physical traits, aspects of personality and temperament (for example the ability to handle stress in the case of air traffic controllers), as well as physical aspects (for example a high level of visual acuity for pilots).

For the purpose of this survey, the following definition of a Private Investigator applies:

The Private Investigator is any natural person who engages in the business of, or accepts employment to make, investigations to obtain information on 1) crimes or civil wrongs; 2) the location, disposition, or recovery of stolen property; 3) the cause of accidents, fires, damages, or injuries to persons or to property; or 4) evidence to be used before any court, board, officer, or investigative committee.

Use the scale below to rate each KSA contained within the survey. **Circle** the number that best describes your judgment. At the end of the survey, you will be given an opportunity to provide any important KSAs that may have been omitted.

Importance Scale

Considering whether you perform or oversee the performance of the KSA, how important is the KSA to the practice of the Private Investigator?

0	Not Important
1	Minimal Importance
2	Below Average Importance
3	Average Importance
4	Above Average Importance
5	Extreme Importance

How important is the KSA to the practice of the Private Investigator?	0 = Not Important	3 = Average Importance				
	1 = Minimal Importance	4 = Above Average Importance				
	2 = Below Average Importance	5 = Extremely Important				

1. LAW								
A. Virginia Laws and Regulations								
1	Private Security Services 6 VAC 20-171	1	0	1	2	3	4	5
2	The Code of Virginia 9.1-138 to 9.1 –150	2	0	1	2	3	4	5
B. Basic Law								
1	Basic knowledge of State and Federal courts	3	0	1	2	3	4	5
2	Basic knowledge of legal terminology and definitions	4	0	1	2	3	4	5
3	Purpose and function of law	5	0	1	2	3	4	5
4	US Constitution-Bill of Rights	6	0	1	2	3	4	5
5	Distinguish between Private Investigator and law enforcement	7	0	1	2	3	4	5
6	Private Investigator limitations and liability	8	0	1	2	3	4	5
7	Reciprocity and non-reciprocity states	9	0	1	2	3	4	5
8	Magistrates and courts	10	0	1	2	3	4	5
9	Types of crime (misdemeanor vs. felony)	11	0	1	2	3	4	5
C. Legal Procedures and Due Process								
1	Probable cause	12	0	1	2	3	4	5
2	Warrants	13	0	1	2	3	4	5
3	Arrests	14	0	1	2	3	4	5
4	Bail	15	0	1	2	3	4	5
5	Trial	16	0	1	2	3	4	5
6	Pre-sentencing investigations	17	0	1	2	3	4	5
7	Appeals	18	0	1	2	3	4	5
D. Elements of Crime								
1	The Code of Virginia-Criminal Section 18.2							
a	felony	19	0	1	2	3	4	5
b	misdemeanor	20	0	1	2	3	4	5
E. Civil Law								
1	Torts	21	0	1	2	3	4	5
2	Civil warrants	22	0	1	2	3	4	5
3	Discovery, depositions, and testimony	23	0	1	2	3	4	5
4	Trials	24	0	1	2	3	4	5
5	Appeals	25	0	1	2	3	4	5
F. Evidence								
1	Rules of evidence	26	0	1	2	3	4	5
2	Types of evidence	27	0	1	2	3	4	5
3	Requirements (e.g., chain of custody)	28	0	1	2	3	4	5
G. Collect Information within Privacy Requirements								
1	Privileged communication	29	0	1	2	3	4	5
2	Privacy Act	30	0	1	2	3	4	5

How important is the KSA to the practice of the Private Investigator?		0 = Not Important 1 = Minimal Importance 2 = Below Average Importance	3 = Average Importance 4 = Above Average Importance 5 = Extremely Important						
3	Freedom of Information Act	31	0	1	2	3	4	5	
4	Fair Credit Reporting Act	32	0	1	2	3	4	5	
5	Wiretapping law	33	0	1	2	3	4	5	
6	Fair Debt Collection Act	34	0	1	2	3	4	5	
7	Gramm-Leach-Bliley Act	35	0	1	2	3	4	5	
8	Union Strike Laws	36	0	1	2	3	4	5	
9	Employment laws	37	0	1	2	3	4	5	
2. INVESTIGATIVE TECHNIQUES									
A. General Types of Investigations									
1	Insurance (e.g., worker's compensation)	38	0	1	2	3	4	5	
2	Information gathering (e.g., background)	39	0	1	2	3	4	5	
3	Family law (domestic)	40	0	1	2	3	4	5	
4	Corporate investigations (e.g., theft or EEOC violations)	41	0	1	2	3	4	5	
5	Surveillance	42	0	1	2	3	4	5	
6	Loss prevention	43	0	1	2	3	4	5	
7	Fraud and financial	44	0	1	2	3	4	5	
8	Criminal defense	45	0	1	2	3	4	5	
9	Locates (e.g., missing persons, witness locates)	46	0	1	2	3	4	5	
10	Undercover	47	0	1	2	3	4	5	
B. Skills									
1	Surveillance								
a	surveillance methods								
1	covert and overt	48	0	1	2	3	4	5	
2	mobile, fixed, and foot	49	0	1	2	3	4	5	
3	reconnaissance	50	0	1	2	3	4	5	
b	surveillance of the subject	51	0	1	2	3	4	5	
c	equipment types (e.g., vehicle tracking, night vision, or video)	52	0	1	2	3	4	5	
d	law enforcement and citizen relations	53	0	1	2	3	4	5	
e	vehicle types	54	0	1	2	3	4	5	
2	Videography								
a	equipment types	55	0	1	2	3	4	5	
b	recording media	56	0	1	2	3	4	5	
c	required recording elements	57	0	1	2	3	4	5	
d	lighting conditions	58	0	1	2	3	4	5	
e	archive original tapes	59	0	1	2	3	4	5	
f	labeling	60	0	1	2	3	4	5	
3	Evidence								
a	identify	61	0	1	2	3	4	5	
b	collection and documentation	62	0	1	2	3	4	5	
c	proper handling techniques	63	0	1	2	3	4	5	
d	preservation	64	0	1	2	3	4	5	

How important is the KSA to the practice of the Private Investigator?	0 = Not Important	1 = Minimal Importance	2 = Below Average Importance	3 = Average Importance	4 = Above Average Importance	5 = Extremely Important
4 Additional skills						
a photography	65	0	1	2	3	4 5
b forensic science	66	0	1	2	3	4 5
c computer skills (word processing and Internet)	67	0	1	2	3	4 5
d generating leads	68	0	1	2	3	4 5
e service of process	69	0	1	2	3	4 5
f pretext/cover story	70	0	1	2	3	4 5
C. Interviews						
1 Technique	71	0	1	2	3	4 5
2 Establish rapport	72	0	1	2	3	4 5
3 Locations	73	0	1	2	3	4 5
4 Recording	74	0	1	2	3	4 5
5 Signed statements (written and transcribed)	75	0	1	2	3	4 5
6 Confessions	76	0	1	2	3	4 5
7 Interviewing versus interrogation	77	0	1	2	3	4 5
8 Legal issues	78	0	1	2	3	4 5
9 Types of interviewees (e.g., hostile and reluctant)	79	0	1	2	3	4 5
3. REPORT WRITING						
A. Write Accurately Paying Attention to the Details	80	0	1	2	3	4 5
B. Format/Technique	81	0	1	2	3	4 5
C. Tape Recorded Field Notes	82	0	1	2	3	4 5
D. Write Reports in a Clear, Concise and Brief Manner	83	0	1	2	3	4 5
E. Write in a Professional Manner	84	0	1	2	3	4 5
F. Avoid Jargon, Opinion and Biases	85	0	1	2	3	4 5
G. Review Final Report Prior to Final Submission	86	0	1	2	3	4 5
H. Retain records related to investigation	87	0	1	2	3	4 5
4. COMMUNICATION						
A. Progress Reports/Updates (Follow-up)	88	0	1	2	3	4 5
B. Obtaining Current Case File Information	89	0	1	2	3	4 5
C. Case Instructions (Expectations)	90	0	1	2	3	4 5
D. Surveillance Team Communication	91	0	1	2	3	4 5
E. Chain of Command	92	0	1	2	3	4 5
F. Report Problems	93	0	1	2	3	4 5
5. STANDARDS OF PROFESSIONAL CONDUCT AND ETHICS						
A. Knowledge of the Code of Ethics	94	0	1	2	3	4 5
B. Misrepresentation	95	0	1	2	3	4 5
C. Awareness of Professional Associations	96	0	1	2	3	4 5
D. Honest Reporting	97	0	1	2	3	4 5
E. Fair and Accurate Testimony	98	0	1	2	3	4 5
F. Conflicts of Interest	99	0	1	2	3	4 5
G. Unbiased	100	0	1	2	3	4 5
H. Employee/Employer Ethical Relationship	101	0	1	2	3	4 5
I. Confidentiality	102	0	1	2	3	4 5

Please legibly list any other important Knowledge, Skills, and Abilities that were not covered by this survey?

Given the five major content areas identified in this survey, what percentage of time would you allocate to the following areas for training and importance?

_____ % Law
_____ % Investigative Techniques
_____ % Report Writing
_____ % Communication
_____ % Standards of Professional Conduct and Ethics

*Note: percentages should sum to 100%

How well did this survey cover the important KSAs of the Private Investigator?

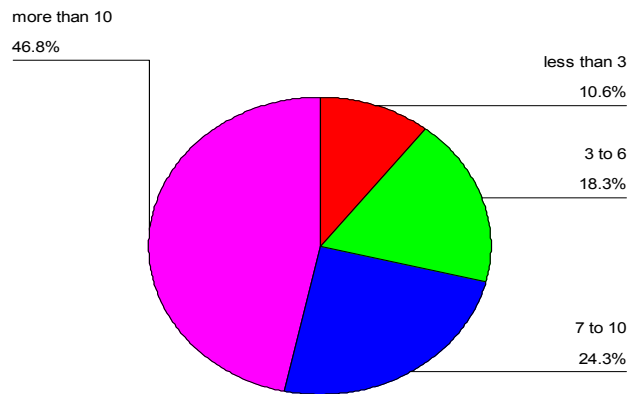
_____ Completely
_____ Adequately
_____ Inadequately

If inadequately, please specify why: _____

--END--

Demographic Data

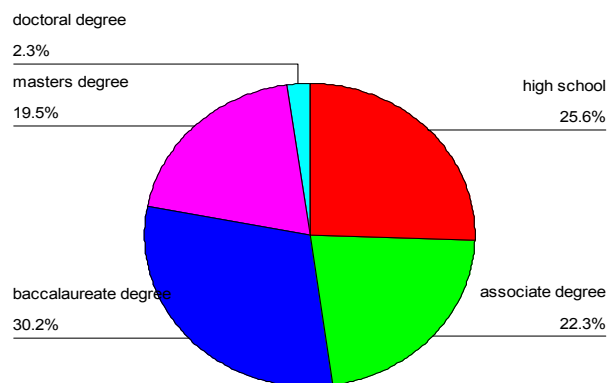
Years Experience



YRSEXP Years Experience

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid less than 3	23	10.4	10.6	10.6
3 to 6	40	18.1	18.3	28.9
7 to 10	53	24.0	24.3	53.2
more than 10	102	46.2	46.8	100.0
Total	218	98.6	100.0	
Missing System	3	1.4		
Total	221	100.0		

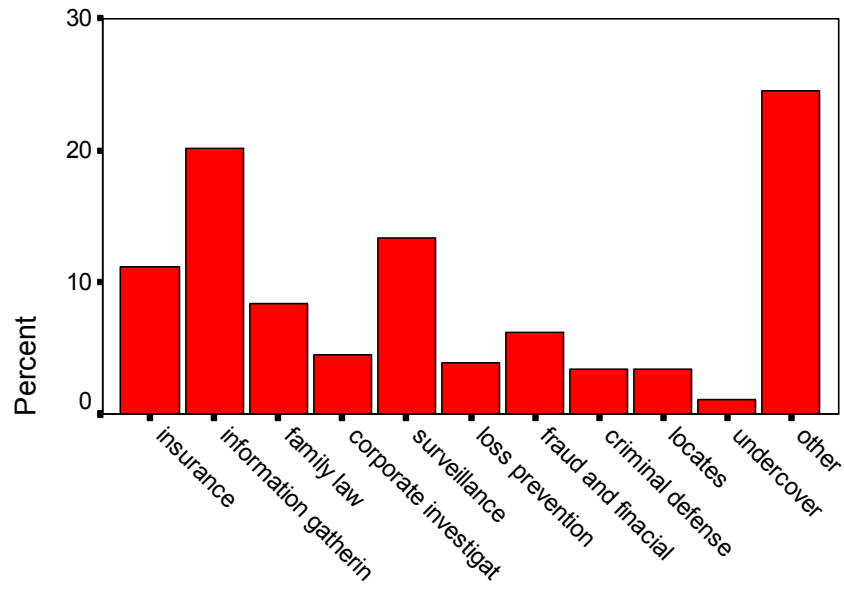
Level of Education



LEVELED Level of Education

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid high school	55	24.9	25.6	25.6
associate degree	48	21.7	22.3	47.9
baccalaureate degree	65	29.4	30.2	78.1
masters degree	42	19.0	19.5	97.7
doctoral degree	5	2.3	2.3	100.0
Total	215	97.3	100.0	
Missing System	6	2.7		
Total	221	100.0		

Primary Area of Practice

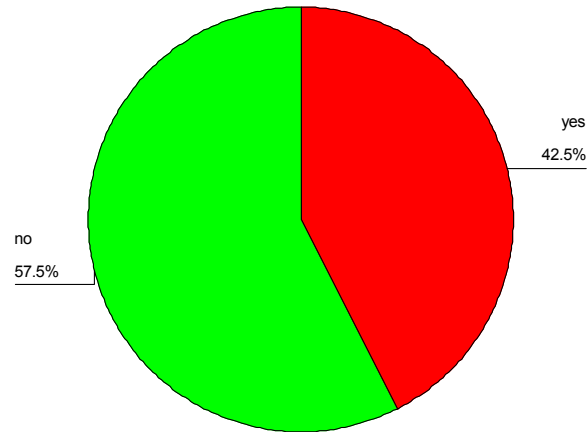


Primary Area of Practice

PRIMPRAC Primary Area of Practice

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	insurance	20	9.0	11.2	11.2
	information gathering	36	16.3	20.1	31.3
	family law	15	6.8	8.4	39.7
	corporate investigations	8	3.6	4.5	44.1
	surveillance	24	10.9	13.4	57.5
	loss prevention	7	3.2	3.9	61.5
	fraud and financial	11	5.0	6.1	67.6
	criminal defense	6	2.7	3.4	70.9
	locates	6	2.7	3.4	74.3
	undercover	2	.9	1.1	75.4
	other	44	19.9	24.6	100.0
Total		179	81.0	100.0	
Missing	System	42	19.0		
Total		221	100.0		

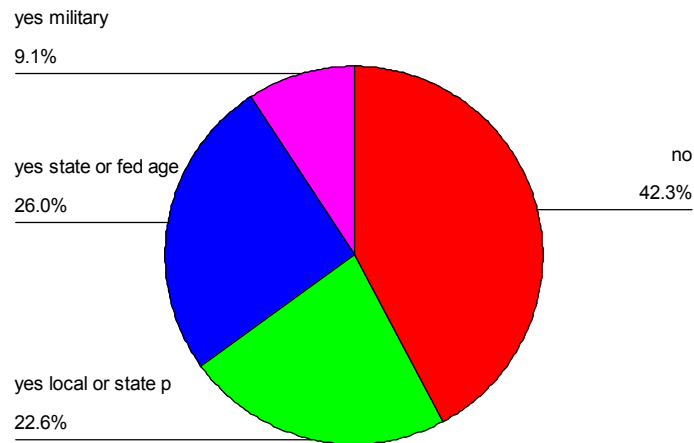
Compliance Agent?



AGENT Compliance Agent

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	yes	93	42.1	42.5	42.5
	no	126	57.0	57.5	100.0
	Total	219	99.1	100.0	
Missing	System	2	.9		
Total		221	100.0		

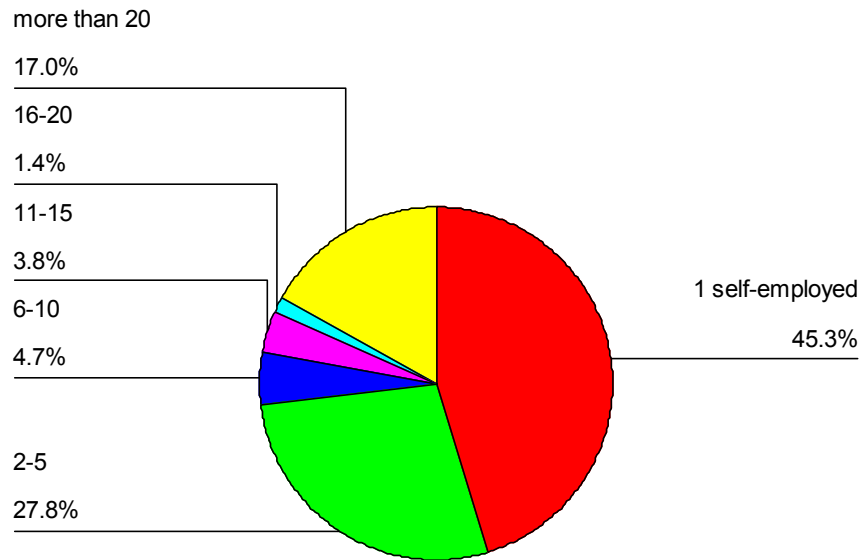
Prior Experience in Law



PRIOREXP Law Enforcement Experience

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	no	88	39.8	42.3	42.3
	yes local or state police	47	21.3	22.6	64.9
	yes state or fed agency	54	24.4	26.0	90.9
	yes military	19	8.6	9.1	100.0
	Total	208	94.1	100.0	
Missing	System	13	5.9		
Total		221	100.0		

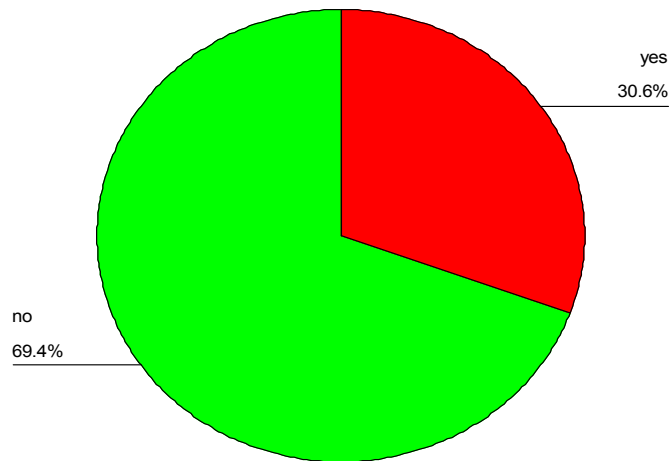
Number of Employees



NUMEMPLO Number of Employees

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 self-employed	96	43.4	45.3	45.3
	2-5	59	26.7	27.8	73.1
	6-10	10	4.5	4.7	77.8
	11-15	8	3.6	3.8	81.6
	16-20	3	1.4	1.4	83.0
	more than 20	36	16.3	17.0	100.0
	Total	212	95.9	100.0	
Missing	System	9	4.1		
Total		221	100.0		

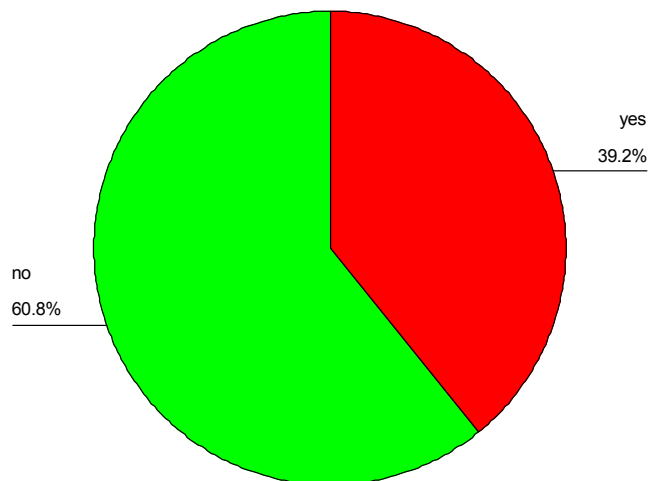
Supervise Others



SUPERVI Do You Supervise

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	yes	66	29.9	30.6	30.6
	no	150	67.9	69.4	100.0
	Total	216	97.7	100.0	
Missing	System	5	2.3		
Total		221	100.0		

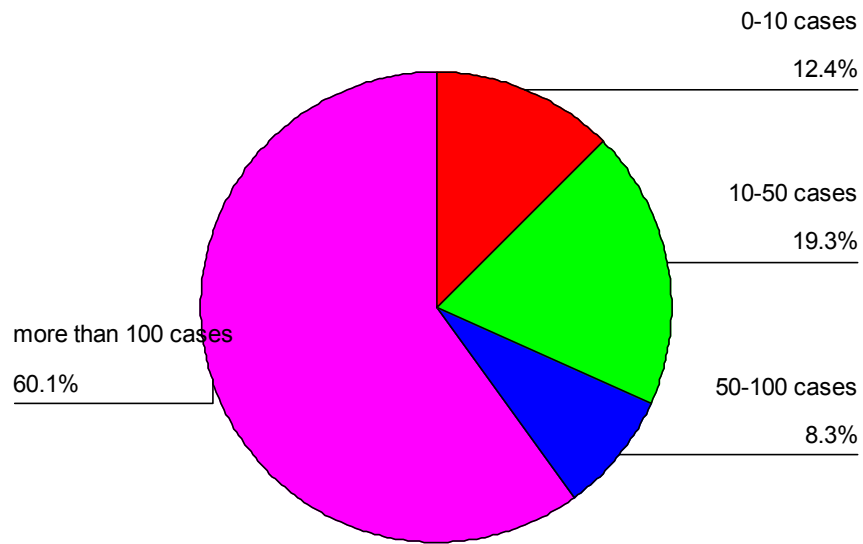
Owner?



OWNER Are You the Owner

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	yes	85	38.5	39.2	39.2
	no	132	59.7	60.8	100.0
	Total	217	98.2	100.0	
Missing	System	4	1.8		
Total		221	100.0		

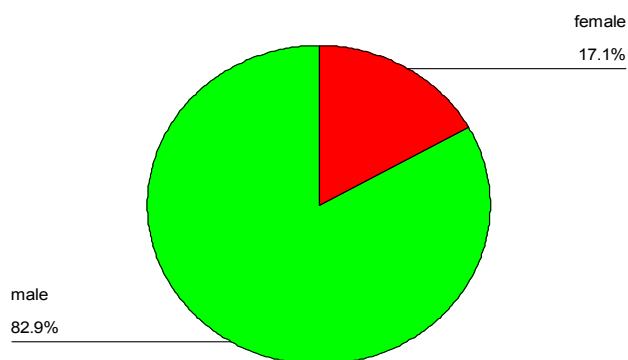
Number of Cases



NUMCASE Number of Cases Completed

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0-10 cases	27	12.2	12.4	12.4
	10-50 cases	42	19.0	19.3	31.7
	50-100 cases	18	8.1	8.3	39.9
	more than 100 cases	131	59.3	60.1	100.0
	Total	218	98.6	100.0	
Missing	System	3	1.4		
Total		221	100.0		

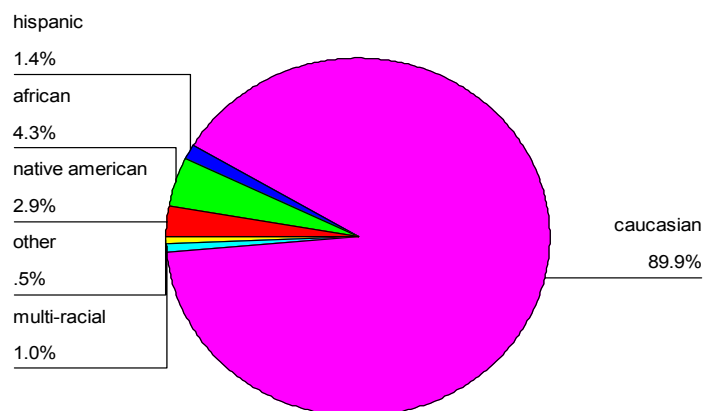
Gender



GENDER Gender

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	female	36	16.3	17.1	17.1
	male	175	79.2	82.9	100.0
	Total	211	95.5	100.0	
Missing	System	10	4.5		
Total		221	100.0		

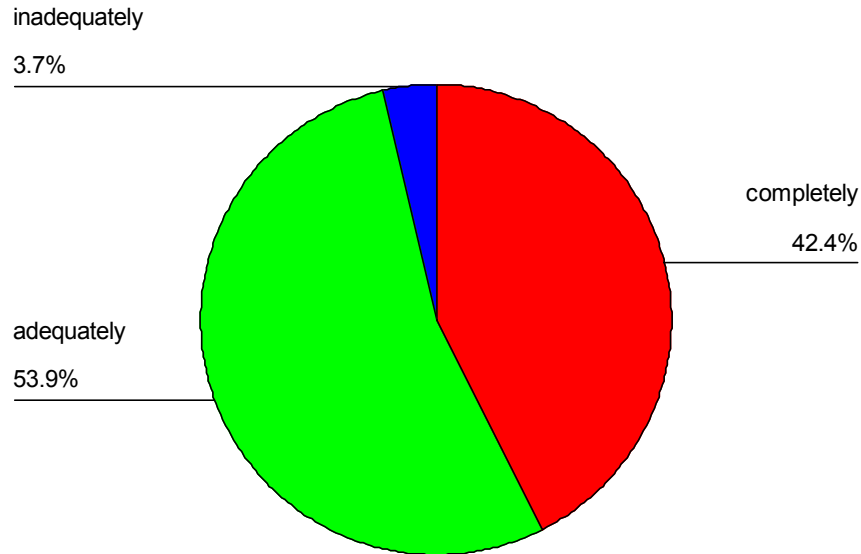
Ethnicity



ETHNIC Ethnicity

		Frequency	Percent	Valid	Cumulative Percent
Valid	native american	6	2.7	2.9	2.9
	african american	9	4.1	4.3	7.2
	hispanic	3	1.4	1.4	8.7
	caucasian	187	84.6	89.9	98.6
	multi-racial	2	.9	1.0	99.5
	other	1	.5	.5	100.0
	Total	208	94.1	100.0	
Missing	System	13	5.9		
Total		221	100.0		

Survey Adequacy



ADEQU Survey Adequacy

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	completely	92	41.6	42.4	42.4
	adequately	117	52.9	53.9	96.3
	inadequately	8	3.6	3.7	100.0
	Total	217	98.2	100.0	
Missing	System	4	1.8		
Total		221	100.0		

Reliability Estimates

Content Area	N items	N Respondents	Scale Reliability	Respondent Reliability
1. Law	37	183	.96	.98
2. Investigative Techniques	42	193	.97	.97
3. Report Writing	8	218	.92	.98
4. Communication*	6	215	.92	NA
5. Prof. Standards	9	216	.92	.99
TOTAL	102	163	.98	.97

*Reliability estimates for content area 4 may be meaningless due to a low number of questions or items.

Content Weighting

Descriptive Statistics

	N	Minimum	Maximum	Mean	Std. Deviation	
Law	215	5	100	23.86047	15.23121	23.0%
Investigative Techniques	215	5	100	30.3907	15.28746	29.3%
Report Writing	215	1	100	19.01395	11.1843	18.3%
Communication	214	0	100	14.26636	10.60468	13.8%
Standards	215	1	100	16.17674	12.12499	15.6%
Valid N (listwise)	214					
				103.7082		

Mean KSA Rating In Survey Order

KSA	N	Mean	Std. Error	N Zero	Zero %
T1 6 VAC 20-171	220	4.29	0.06	0	0.00
T2 9.1-138 to 9.1-150	218	4.21	0.07	0	0.00
T3 knowledge of courts	221	3.85	0.07	0	0.00
T4 knowledge of legal terminology	220	3.87	0.06	0	0.00
T5 purpose and function of law	220	3.95	0.06	0	0.00
T6 US constitution	219	3.84	0.07	0	0.00
T7 distinguish PI from law enforcement	220	4.42	0.06	0	0.00
T8 PI limitations and liability	220	4.59	0.05	0	0.00
T9 reciprocity and non-rec states	221	3.77	0.07	0	0.00
T10 magistrates and courts	217	3.71	0.06	0	0.00
T11 types of crime	218	3.87	0.07	1	0.00
T12 probable cause	218	4.00	0.07	2	0.01
T13 warrants	217	3.66	0.07	4	0.02
T14 arrests	216	3.58	0.08	4	0.02
T15 bail	213	3.23	0.08	8	0.04
T16 trial	218	3.79	0.07	2	0.01
T17 pre-sentencing	216	3.56	0.07	5	0.02
T18 appeals	214	3.30	0.08	5	0.02
T19 felony code VA	216	4.02	0.07	4	0.02
T20 misdemeanor code VA	214	4.03	0.07	4	0.02
T21 torts	221	3.77	0.07	0	0.00
T22 civil warrants	220	3.73	0.07	0	0.00
T23 discovery, depositions, testimony	220	4.10	0.06	0	0.00
T24 trials	219	3.84	0.07	0	0.00
T25 appeals	221	3.41	0.07	0	0.00
T26 rules of evidence	220	4.43	0.06	0	0.00
T27 types of evidence	221	4.36	0.06	0	0.00
T28 requirements	220	4.41	0.06	0	0.00
T29 privileged communication	221	4.41	0.05	0	0.00
T30 privacy act	220	4.38	0.06	0	0.00
T31 freedom of information act	221	4.05	0.06	0	0.00
T32 fair credit reporting act	220	4.00	0.06	0	0.00
T33 wiretapping law	219	4.30	0.06	2	0.01
T34 fair debt collection act	217	3.66	0.07	2	0.01
T35 Gramm-Leach-Bliley act	207	3.58	0.07	1	0.00
T36 union strike laws	214	3.10	0.07	5	0.02
T37 employment laws	218	3.56	0.07	3	0.01
T38 insurance technique	220	3.97	0.06	1	0.00
T39 information gathering technique	219	4.37	0.05	1	0.00
T40 family law technique	217	3.90	0.07	4	0.02
T41 corporate investigation technique	221	3.95	0.06	0	0.00
T42 surveillance technique	219	4.30	0.06	2	0.01
T43 loss prevention technique	221	3.71	0.06	0	0.00
T44 fraud and financial technique	220	4.00	0.06	0	0.00
T45 criminal defense technique	219	3.89	0.06	2	0.01

T46 locates technique	221	4.07	0.06	0	0.00
T47 undercover technique	216	3.82	0.07	4	0.02
T48 covert and overt surveillance	220	4.22	0.06	1	0.00
T49 mobile, fixed and foot surveillance	220	4.22	0.06	1	0.00
T50 reconnaissance surveillance	220	4.09	0.06	1	0.00
T51 surveillance of subject	217	4.25	0.06	1	0.00
T52 surveillance equipment type	218	3.98	0.07	3	0.01
T53 surveillance- relations	218	3.94	0.07	3	0.01
T54 surveillance vehicle types	216	3.59	0.07	4	0.02
T55 videography equipment types	218	3.73	0.06	3	0.01
T56 videography recording media	218	3.66	0.06	3	0.01
T57 videography required recording elements	218	3.83	0.06	3	0.01
T58 videography lighting conditions	218	3.70	0.07	3	0.01
T59 archive videography original tape	217	3.73	0.07	3	0.01
T60 labeling videography	217	3.83	0.07	4	0.02
T61 identify evidence	221	4.38	0.05	0	0.00
T62 collection and documentation of evidence	221	4.44	0.05	0	0.00
T63 proper handling techniques of evidence	220	4.45	0.05	1	0.00
T64 preservation of evidence	220	4.41	0.05	1	0.00
T65 photography	215	3.85	0.07	3	0.01
T66 forensic science	216	3.41	0.07	5	0.02
T67 computer skills	220	4.02	0.06	1	0.00
T68 generating leads	220	3.93	0.06	1	0.00
T69 service of process	218	3.51	0.07	2	0.01
T70 pretest/cover story	218	3.73	0.07	3	0.01
T71 Interview techniques	221	4.40	0.05	0	0.00
T72 establish rapport interview	221	4.38	0.06	0	0.00
T73 interview location	220	4.00	0.06	1	0.00
T74 interview recording	219	4.01	0.06	1	0.00
T75 signed statements interview	221	4.29	0.05	0	0.00
T76 confession interview	217	4.22	0.06	2	0.01
T77 interviewing versus interrogation	219	4.29	0.06	1	0.00
T78 interview legal issues	220	4.27	0.06	1	0.00
T79 types of interviewees	220	4.14	0.06	1	0.00
T80 write report accurately	221	4.64	0.04	0	0.00
T81 report format	221	4.10	0.06	0	0.00
T82 report tape recorded notes	220	3.94	0.06	1	0.00
T83 write reports in clear and concise manner	219	4.51	0.05	0	0.00
T84 write reports professionally	221	4.48	0.05	0	0.00
T85 avoid jargon	221	4.40	0.05	0	0.00
T86 review final report	220	4.50	0.05	0	0.00
T87 retain investigation records	221	4.60	0.04	0	0.00
T88 progress reports	219	4.16	0.06	2	0.01
T89 obtain current case file	218	4.12	0.06	2	0.01
T90 communicate case instructions	219	4.14	0.06	2	0.01
T91 surveillance team communication	217	4.12	0.06	4	0.02
T92 communicate chain of command	219	4.03	0.07	2	0.01
T93 report problems	218	4.09	0.06	3	0.01
T94 knowledge of code of ethics	221	4.53	0.05	0	0.00

T95 misrepresentation	221	4.52	0.05	0	0.00
T96 awareness of professional associations	219	3.77	0.07	1	0.00
T97 honest reporting	221	4.72	0.04	0	0.00
T98 fair and accurate testimony	221	4.77	0.03	0	0.00
T99 conflicts of interest	220	4.54	0.05	0	0.00
T100 unbiased	220	4.56	0.05	0	0.00
T101 employer/employee ethics	220	4.44	0.06	0	0.00
T102 confidentiality	220	4.80	0.03	0	0.00

KSAs Sorted By Mean Importance Order

KSA	N	Mean	Std. Error	N Zero	Zero %
T36 union strike laws	214	3.10	0.07	5	0.02
T15 bail	213	3.23	0.08	8	0.04
T18 appeals	214	3.30	0.08	5	0.02
T25 appeals	221	3.41	0.07	0	0.00
T66 forensic science	216	3.41	0.07	5	0.02
T69 service of process	218	3.51	0.07	2	0.01
T37 employment laws	218	3.56	0.07	3	0.01
T17 pre-sentencing	216	3.56	0.07	5	0.02
T14 arrests	216	3.58	0.08	4	0.02
T35 Gramm-Leach-Bliley act	207	3.58	0.07	1	0.00
T54 surveillance vehicle types	216	3.59	0.07	4	0.02
T56 videography recording media	218	3.66	0.06	3	0.01
T13 warrants	217	3.66	0.07	4	0.02
T34 fair debt collection act	217	3.66	0.07	2	0.01
T58 videography lighting conditions	218	3.70	0.07	3	0.01
T10 magistrates and courts	217	3.71	0.06	0	0.00
T43 loss prevention technique	221	3.71	0.06	0	0.00
T59 archive videography original tape	217	3.73	0.07	3	0.01
T55 videography equipment types	218	3.73	0.06	3	0.01
T70 pretest/cover story	218	3.73	0.07	3	0.01
T22 civil warrants	220	3.73	0.07	0	0.00
T9 reciprocity and non-rec states	221	3.77	0.07	0	0.00
T96 awareness of professional associations	219	3.77	0.07	1	0.00
T21 torts	221	3.77	0.07	0	0.00
T16 trial	218	3.79	0.07	2	0.01
T47 undercover technique	216	3.82	0.07	4	0.02
T57 videography required recording elements	218	3.83	0.06	3	0.01
T60 labeling videography	217	3.83	0.07	4	0.02
T24 trials	219	3.84	0.07	0	0.00
T6 US constitution	219	3.84	0.07	0	0.00
T3 knowledge of courts	221	3.85	0.07	0	0.00
T65 photography	215	3.85	0.07	3	0.01
T11 types of crime	218	3.87	0.07	1	0.00
T4 knowledge of legal terminology	220	3.87	0.06	0	0.00
T45 criminal defense technique	219	3.89	0.06	2	0.01
T40 family law technique	217	3.90	0.07	4	0.02
T68 generating leads	220	3.93	0.06	1	0.00
T53 surveillance- relations	218	3.94	0.07	3	0.01
T82 report tape recorded notes	220	3.94	0.06	1	0.00
T5 purpose and function of law	220	3.95	0.06	0	0.00
T41 corporate investigation technique	221	3.95	0.06	0	0.00
T38 insurance technique	220	3.97	0.06	1	0.00
T52 surveillance equipment type	218	3.98	0.07	3	0.01
T12 probable cause	218	4.00	0.07	2	0.01
T44 fraud and financial technique	220	4.00	0.06	0	0.00

T73 interview location	220	4.00	0.06	1	0.00
T32 fair credit reporting act	220	4.00	0.06	0	0.00
T74 interview recording	219	4.01	0.06	1	0.00
T67 computer skills	220	4.02	0.06	1	0.00
T19 felony code VA	216	4.02	0.07	4	0.02
T20 misdemeanor code VA	214	4.03	0.07	4	0.02
T92 communicate chain of command	219	4.03	0.07	2	0.01
T31 freedom of information act	221	4.05	0.06	0	0.00
T46 locates technique	221	4.07	0.06	0	0.00
T50 reconnaissance surveillance	220	4.09	0.06	1	0.00
T93 report problems	218	4.09	0.06	3	0.01
T81 report format	221	4.10	0.06	0	0.00
T23 discovery, depositions, testimony	220	4.10	0.06	0	0.00
T91 surveillance team communication	217	4.12	0.06	4	0.02
T89 obtain current case file	218	4.12	0.06	2	0.01
T90 communicate case instructions	219	4.14	0.06	2	0.01
T79 types of interviewees	220	4.14	0.06	1	0.00
T88 progress reports	219	4.16	0.06	2	0.01
T2 9.1-138 to 9.1-150	218	4.21	0.07	0	0.00
T76 confession interview	217	4.22	0.06	2	0.01
T49 mobile, fixed and foot surveillance	220	4.22	0.06	1	0.00
T48 covert and overt surveillance	220	4.22	0.06	1	0.00
T51 surveillance of subject	217	4.25	0.06	1	0.00
T78 interview legal issues	220	4.27	0.06	1	0.00
T75 signed statements interview	221	4.29	0.05	0	0.00
T77 interviewing versus interrogation	219	4.29	0.06	1	0.00
T1 6 VAC 20-171	220	4.29	0.06	0	0.00
T33 wiretapping law	219	4.30	0.06	2	0.01
T42 surveillance technique	219	4.30	0.06	2	0.01
T27 types of evidence	221	4.36	0.06	0	0.00
T39 information gathering technique	219	4.37	0.05	1	0.00
T61 identify evidence	221	4.38	0.05	0	0.00
T72 establish rapport interview	221	4.38	0.06	0	0.00
T30 privacy act	220	4.38	0.06	0	0.00
T71 Interview techniques	221	4.40	0.05	0	0.00
T85 avoid jargon	221	4.40	0.05	0	0.00
T29 privileged communication	221	4.41	0.05	0	0.00
T64 preservation of evidence	220	4.41	0.05	1	0.00
T28 requirements	220	4.41	0.06	0	0.00
T7 distinguish PI from law enforcement	220	4.42	0.06	0	0.00
T26 rules of evidence	220	4.43	0.06	0	0.00
T101 employer/employee ethics	220	4.44	0.06	0	0.00
T62 collection and documentation of evidence	221	4.44	0.05	0	0.00
T63 proper handling techniques of evidence	220	4.45	0.05	1	0.00
T84 write reports professionally	221	4.48	0.05	0	0.00
T86 review final report	220	4.50	0.05	0	0.00
T83 write reports in clear and concise manner	219	4.51	0.05	0	0.00
T95 misrepresentation	221	4.52	0.05	0	0.00
T94 knowledge of code of ethics	221	4.53	0.05	0	0.00

T99 conflicts of interest	220	4.54	0.05	0	0.00
T100 unbiased	220	4.56	0.05	0	0.00
T8 PI limitations and liability	220	4.59	0.05	0	0.00
T87 retain investigation records	221	4.60	0.04	0	0.00
T80 write report accurately	221	4.64	0.04	0	0.00
T97 honest reporting	221	4.72	0.04	0	0.00
T98 fair and accurate testimony	221	4.77	0.03	0	0.00
T102 confidentiality	220	4.80	0.03	0	0.00

Subgroup Analysis
Mean Importance Order
By
Years Experience

	Less than 6			7 to 10			More than 10			3.2
T1 6 VAC 20-171	63	4.30	0.11	52	4.23	0.14	102	4.30	0.09	0
T2 9.1-138 to 9.1-150	63	4.16	0.12	52	4.13	0.15	100	4.27	0.10	0
T3 knowledge of courts	63	3.90	0.12	53	3.94	0.13	102	3.77	0.10	0
T4 knowledge of legal terminology	63	3.79	0.11	53	4.00	0.10	101	3.83	0.10	0
T5 purpose and function of law	62	3.90	0.12	53	4.04	0.12	102	3.90	0.10	0
T6 US constitution	62	3.82	0.16	53	3.92	0.13	101	3.80	0.11	0
T7 distinguish PI from law enforcement	62	4.35	0.12	53	4.53	0.10	102	4.39	0.09	0
T8 PI limitations and liability	63	4.70	0.07	53	4.51	0.11	101	4.55	0.08	0
T9 reciprocity and non-rec states	63	3.75	0.13	53	3.91	0.15	102	3.72	0.11	0
T10 magistrates and courts	62	3.73	0.13	53	3.77	0.13	99	3.66	0.09	0
T11 types of crime	63	3.60	0.13	53	4.11	0.11	99	3.88	0.11	0
T12 probable cause	63	3.89	0.13	52	4.08	0.14	100	4.00	0.11	0
T13 warrants	63	3.59	0.14	52	3.77	0.14	99	3.64	0.11	0
T14 arrests	63	3.49	0.14	52	3.79	0.16	98	3.50	0.12	0
T15 bail	62	3.02	0.13	52	3.52	0.14	96	3.21	0.12	1
T16 trial	63	3.63	0.11	52	3.87	0.13	100	3.84	0.11	0
T17 pre-sentencing	62	3.50	0.13	51	3.80	0.14	100	3.47	0.11	0
T18 appeals	62	3.11	0.14	52	3.52	0.15	97	3.31	0.11	1
T19 felony code VA	62	3.94	0.13	51	4.22	0.12	100	3.95	0.10	0
T20 misdemeanor code VA	61	3.95	0.13	51	4.18	0.12	99	3.98	0.10	0
T21 torts	63	3.86	0.12	53	3.83	0.13	102	3.67	0.11	0
T22 civil warrants	63	3.78	0.13	53	3.79	0.13	101	3.64	0.10	0
T23 discovery, depositions, testimony	63	4.08	0.12	53	4.09	0.12	101	4.10	0.09	0
T24 trials	63	3.76	0.12	53	3.91	0.14	100	3.85	0.10	0
T25 appeals	63	3.24	0.13	53	3.60	0.13	102	3.40	0.11	0
T26 rules of evidence	63	4.43	0.10	53	4.53	0.09	101	4.38	0.09	0
T27 types of evidence	63	4.41	0.11	53	4.53	0.10	102	4.24	0.09	0
T28 requirements	63	4.43	0.11	53	4.45	0.12	101	4.37	0.09	0
T29 privileged communication	63	4.52	0.09	53	4.57	0.10	102	4.25	0.09	0
T30 privacy act	63	4.48	0.09	53	4.62	0.09	101	4.19	0.10	0
T31 freedom of information act	63	4.00	0.12	53	4.19	0.11	102	4.00	0.10	0
T32 fair credit reporting act	63	4.05	0.11	53	4.11	0.12	101	3.91	0.10	0
T33 wiretapping law	62	4.39	0.11	52	4.23	0.13	102	4.27	0.10	0
T34 fair debt collection act	62	3.56	0.11	51	3.88	0.14	101	3.60	0.11	0
T35 Gramm-Leach-Bliley act	59	3.53	0.13	50	3.68	0.14	95	3.56	0.10	0
T36 union strike laws	62	3.10	0.13	50	3.28	0.14	99	3.01	0.11	2
T37 employment laws	62	3.47	0.14	53	3.68	0.14	100	3.52	0.10	0
T38 insurance technique	63	3.97	0.11	52	4.13	0.12	102	3.88	0.10	0
T39 information gathering technique	63	4.38	0.09	52	4.40	0.11	101	4.35	0.08	0
T40 family law technique	62	3.81	0.12	51	4.02	0.13	101	3.89	0.10	0
T41 corporate investigation technique	63	3.86	0.11	53	4.15	0.11	102	3.87	0.09	0
T42 surveillance technique	62	4.19	0.11	52	4.40	0.11	102	4.29	0.08	0
T43 loss prevention technique	63	3.57	0.11	53	3.91	0.12	102	3.68	0.10	0
T44 fraud and financial technique	63	3.87	0.10	53	4.25	0.10	101	3.92	0.09	0
T45 criminal defense technique	62	3.77	0.11	52	4.02	0.12	102	3.87	0.10	0
T46 locates technique	63	3.90	0.12	53	4.21	0.12	102	4.09	0.09	0
T47 undercover technique	61	3.69	0.14	52	4.00	0.15	100	3.81	0.10	0

T48 covert and overt surveillance	62	4.08	0.12		53	4.26	0.12		102	4.29	0.09	0
T49 mobile, fixed and foot surveillance	62	4.03	0.12		53	4.26	0.11		102	4.30	0.08	0
T50 reconnaissance surveillance	62	3.89	0.13		53	4.13	0.13		102	4.19	0.09	0
T51 surveillance of subject	62	4.06	0.12		52	4.37	0.11		100	4.30	0.09	0
T52 surveillance equipment type	61	3.79	0.13		52	4.10	0.13		102	4.02	0.10	0
T53 surveillance- relations	62	3.79	0.13		52	3.96	0.14		101	4.01	0.11	0
T54 surveillance vehicle types	62	3.40	0.13		51	3.75	0.13		100	3.62	0.11	0
T55 videography equipment types	61	3.49	0.13		52	3.81	0.12		102	3.83	0.09	0
T56 videography recording media	61	3.46	0.13		52	3.73	0.13		102	3.74	0.09	0
T57 videography required recording elements	61	3.74	0.14		52	3.85	0.13		102	3.87	0.09	0
T58 videography lighting conditions	61	3.48	0.13		52	3.81	0.13		102	3.79	0.09	0
T59 archive videography original tape	61	3.59	0.12		52	3.83	0.14		101	3.76	0.09	0
T60 labeling videography	60	3.80	0.13		52	3.87	0.14		102	3.83	0.09	0
T61 identify evidence	63	4.27	0.11		53	4.47	0.10		102	4.38	0.08	0
T62 collection and documentation of evidence	63	4.40	0.11		53	4.49	0.10		102	4.43	0.08	0
T63 proper handling techniques of evidence	63	4.37	0.10		52	4.48	0.10		102	4.48	0.08	0
T64 preservation of evidence	63	4.37	0.10		52	4.46	0.10		102	4.40	0.08	0
T65 photography	60	3.67	0.12		52	3.94	0.12		100	3.90	0.10	0
T66 forensic science	62	3.29	0.10		52	3.62	0.11		99	3.36	0.11	0
T67 computer skills	63	3.94	0.10		53	4.11	0.11		101	4.00	0.10	0
T68 generating leads	63	3.92	0.11		53	4.09	0.11		101	3.85	0.10	0
T69 service of process	63	3.44	0.12		52	3.60	0.13		100	3.48	0.11	0
T70 pretest/cover story	62	3.56	0.12		52	3.79	0.14		101	3.78	0.11	0
T71 Interview techniques	63	4.44	0.09		53	4.36	0.11		102	4.38	0.09	0
T72 establish rapport interview	63	4.44	0.09		53	4.38	0.10		102	4.34	0.10	0
T73 interview location	63	3.92	0.11		52	4.12	0.11		102	3.96	0.10	0
T74 interview recording	62	4.00	0.12		52	3.98	0.12		102	4.02	0.09	0
T75 signed statements interview	63	4.30	0.10		53	4.28	0.11		102	4.26	0.08	0
T76 confession interview	62	4.27	0.12		51	4.35	0.11		101	4.10	0.10	0
T77 interviewing versus interrogation	63	4.22	0.11		52	4.35	0.11		101	4.30	0.09	0
T78 interview legal issues	63	4.41	0.09		52	4.21	0.11		102	4.21	0.09	0
T79 types of interviewees	63	4.11	0.11		52	4.17	0.11		102	4.14	0.09	0
T80 write report accurately	63	4.70	0.07		53	4.64	0.08		102	4.60	0.07	0
T81 report format	63	3.97	0.11		53	4.25	0.10		102	4.08	0.09	0
T82 report tape recorded notes	63	3.78	0.12		53	3.98	0.12		101	4.00	0.09	0
T83 write reports in clear and concise manner	63	4.44	0.09		52	4.58	0.10		101	4.50	0.08	0
T84 write reports professionally	63	4.41	0.09		53	4.58	0.09		102	4.47	0.08	0
T85 avoid jargon	63	4.44	0.09		53	4.28	0.11		102	4.42	0.08	0
T86 review final report	63	4.52	0.08		53	4.49	0.10		101	4.50	0.08	0
T87 retain investigation records	63	4.60	0.08		53	4.64	0.08		102	4.56	0.07	0
T88 progress reports	63	4.00	0.11		53	4.34	0.11		100	4.15	0.09	0
T89 obtain current case file	63	4.03	0.12		52	4.31	0.10		100	4.07	0.09	0
T90 communicate case instructions	63	4.11	0.12		53	4.25	0.11		100	4.09	0.09	0
T91 surveillance team communication	62	4.00	0.13		52	4.27	0.12		100	4.09	0.09	0
T92 communicate chain of command	63	3.92	0.14		53	4.13	0.12		100	4.02	0.10	0
T93 report problems	63	3.95	0.13		53	4.21	0.12		99	4.11	0.09	0
T94 knowledge of code of ethics	63	4.56	0.09		53	4.60	0.09		102	4.47	0.08	0

T95 misrepresentation	63	4.60	0.09		53	4.53	0.09		102	4.45	0.08	0
T96 awareness of professional associations	63	3.67	0.13		53	3.92	0.13		100	3.73	0.11	0
T97 honest reporting	63	4.70	0.07		53	4.70	0.08		102	4.75	0.06	0
T98 fair and accurate testimony	63	4.73	0.07		53	4.70	0.07		102	4.84	0.05	0
T99 conflicts of interest	63	4.48	0.08		53	4.55	0.09		101	4.55	0.08	0
T100 unbiased	63	4.48	0.10		53	4.62	0.08		101	4.57	0.08	0
T101 employer/employee ethics	62	4.31	0.11		53	4.55	0.10		102	4.44	0.09	0
T102 confidentiality	63	4.79	0.06		53	4.79	0.06		101	4.79	0.06	0

Subgroup Analysis
Mean Importance Order
By
Number of Cases

	Up to 100			Over 100			3.2
T1 6 VAC 20-171	86	4.38	0.10	131	4.22	0.08	0
T2 9.1-138 to 9.1-150	85	4.36	0.09	130	4.10	0.09	0
T3 knowledge of courts	87	3.91	0.10	131	3.80	0.09	0
T4 knowledge of legal terminology	87	3.92	0.09	130	3.82	0.09	0
T5 purpose and function of law	86	4.01	0.09	131	3.89	0.09	0
T6 US constitution	86	4.01	0.11	130	3.72	0.10	0
T7 distinguish PI from law enforcement	86	4.50	0.08	131	4.36	0.08	0
T8 PI limitations and liability	87	4.64	0.06	130	4.55	0.07	0
T9 reciprocity and non-rec states	87	3.87	0.11	131	3.70	0.10	0
T10 magistrates and courts	86	3.72	0.10	128	3.69	0.08	0
T11 types of crime	87	3.95	0.10	128	3.79	0.09	0
T12 probable cause	87	4.21	0.09	128	3.84	0.10	0
T13 warrants	86	3.87	0.11	128	3.51	0.10	0
T14 arrests	86	3.79	0.12	127	3.43	0.11	0
T15 bail	85	3.44	0.12	125	3.09	0.10	1
T16 trial	87	3.86	0.10	128	3.73	0.09	0
T17 pre-sentencing	87	3.90	0.11	126	3.32	0.10	0
T18 appeals	86	3.63	0.11	125	3.06	0.10	1
T19 felony code VA	87	4.06	0.10	126	3.98	0.09	0
T20 misdemeanor code VA	86	4.07	0.10	125	3.98	0.09	0
T21 torts	87	3.93	0.10	131	3.65	0.09	0
T22 civil warrants	87	3.91	0.09	130	3.59	0.09	0
T23 discovery, depositions, testimony	87	4.11	0.09	130	4.08	0.09	0
T24 trials	86	3.88	0.10	130	3.79	0.09	0
T25 appeals	87	3.54	0.10	131	3.30	0.10	0
T26 rules of evidence	87	4.55	0.07	130	4.35	0.08	0
T27 types of evidence	87	4.55	0.07	131	4.23	0.09	0
T28 requirements	87	4.55	0.07	130	4.31	0.09	0
T29 privileged communication	87	4.57	0.07	131	4.29	0.08	0
T30 privacy act	87	4.55	0.07	130	4.26	0.08	0
T31 freedom of information act	87	4.22	0.10	131	3.94	0.08	0
T32 fair credit reporting act	87	4.01	0.10	130	3.99	0.08	0
T33 wiretapping law	87	4.41	0.09	129	4.22	0.09	0
T34 fair debt collection act	87	3.76	0.09	127	3.59	0.10	0
T35 Gramm-Leach-Bliley act	81	3.63	0.10	123	3.54	0.10	0
T36 union strike laws	87	3.38	0.10	124	2.90	0.10	1
T37 employment laws	87	3.80	0.10	128	3.37	0.10	0
T38 insurance technique	86	4.21	0.08	131	3.82	0.09	0
T39 information gathering technique	86	4.55	0.07	130	4.26	0.08	0
T40 family law technique	86	4.19	0.08	128	3.71	0.09	0
T41 corporate investigation technique	87	4.14	0.09	131	3.80	0.08	0
T42 surveillance technique	87	4.41	0.08	129	4.21	0.08	0
T43 loss prevention technique	87	4.00	0.08	131	3.50	0.09	0

T44 fraud and financial technique	87	4.09	0.08		130	3.92	0.08	0
T45 criminal defense technique	87	4.00	0.09		129	3.81	0.09	0
T46 locates technique	87	4.15	0.10		131	4.02	0.08	0
T47 undercover technique	87	4.16	0.10		126	3.59	0.10	0
T48 covert and overt surveillance	87	4.34	0.08		130	4.15	0.09	0
T49 mobile, fixed and foot surveillance	87	4.30	0.08		130	4.17	0.08	0
T50 reconnaissance surveillance	87	4.26	0.09		130	3.98	0.09	0
T51 surveillance of subject	85	4.34	0.08		129	4.19	0.09	0
T52 surveillance equipment type	86	4.13	0.09		129	3.88	0.09	0
T53 surveillance- relations	87	4.11	0.08		128	3.82	0.10	0
T54 surveillance vehicle types	87	3.77	0.10		126	3.47	0.10	0
T55 videography equipment types	87	3.85	0.09		128	3.66	0.09	0
T56 videography recording media	87	3.78	0.09		128	3.58	0.09	0
T57 videography required recording elements	87	3.99	0.09		128	3.73	0.09	0
T58 videography lighting conditions	87	3.86	0.09		128	3.61	0.09	0
T59 archive videography original tape	86	3.86	0.09		128	3.65	0.09	0
T60 labeling videography	86	3.95	0.09		128	3.76	0.09	0
T61 identify evidence	87	4.46	0.07		131	4.32	0.08	0
T62 collection and documentation of evidence	87	4.55	0.07		131	4.37	0.08	0
T63 proper handling techniques of evidence	87	4.54	0.06		130	4.39	0.08	0
T64 preservation of evidence	87	4.49	0.07		130	4.35	0.08	0
T65 photography	85	3.98	0.09		128	3.77	0.09	0
T66 forensic science	86	3.62	0.10		127	3.26	0.09	0
T67 computer skills	87	4.01	0.09		130	4.02	0.08	0
T68 generating leads	87	3.95	0.08		130	3.92	0.09	0
T69 service of process	87	3.68	0.10		128	3.38	0.10	0
T70 pretest/cover story	87	3.77	0.10		128	3.69	0.10	0
T71 Interview techniques	87	4.40	0.08		131	4.39	0.08	0
T72 establish rapport interview	87	4.39	0.08		131	4.37	0.08	0
T73 interview location	87	3.99	0.10		130	3.99	0.08	0
T74 interview recording	85	4.08	0.09		131	3.95	0.08	0
T75 signed statements interview	87	4.32	0.08		131	4.25	0.07	0
T76 confession interview	84	4.33	0.09		130	4.13	0.09	0
T77 interviewing versus interrogation	87	4.26	0.10		129	4.31	0.07	0
T78 interview legal issues	87	4.36	0.08		130	4.21	0.08	0
T79 types of interviewees	87	4.14	0.09		130	4.15	0.08	0
T80 write report accurately	87	4.68	0.06		131	4.61	0.06	0
T81 report format	87	4.15	0.08		131	4.05	0.08	0
T82 report tape recorded notes	87	4.05	0.09		130	3.85	0.08	0
T83 write reports in clear and concise manner	85	4.52	0.07		131	4.50	0.07	0
T84 write reports professionally	87	4.49	0.07		131	4.47	0.07	0
T85 avoid jargon	87	4.39	0.08		131	4.40	0.07	0
T86 review final report	86	4.53	0.07		131	4.48	0.06	0
T87 retain investigation records	87	4.59	0.07		131	4.60	0.06	0
T88 progress reports	87	4.13	0.10		129	4.17	0.08	0
T89 obtain current case file	87	4.15	0.09		128	4.09	0.08	0
T90 communicate case instructions	87	4.09	0.09		129	4.16	0.08	0

T91 surveillance team communication	87	4.23	0.09		127	4.02	0.09	0
T92 communicate chain of command	87	4.24	0.09		129	3.87	0.09	0
T93 report problems	87	4.17	0.09		128	4.03	0.09	0
T94 knowledge of code of ethics	87	4.60	0.07		131	4.48	0.07	0
T95 misrepresentation	87	4.55	0.08		131	4.49	0.07	0
T96 awareness of professional associations	87	3.83	0.11		129	3.71	0.09	0
T97 honest reporting	87	4.70	0.06		131	4.73	0.05	0
T98 fair and accurate testimony	87	4.77	0.05		131	4.78	0.05	0
T99 conflicts of interest	87	4.49	0.07		130	4.55	0.06	0
T100 unbiased	87	4.55	0.07		130	4.56	0.07	0
T101 employer/employee ethics	87	4.45	0.08		130	4.42	0.08	0
T102 confidentiality	87	4.79	0.05		130	4.79	0.05	0

Final Content Outline

1. ORIENTATION 2 hours training
 - A. Virginia Laws and Regulations
 - 1 Private Security Services 6 VAC 20-171
 - 2 The Code of Virginia 9.1-138 to 9.1 –150
2. STANDARDS OF PROFESSIONAL CONDUCT AND ETHICS 2 hours training
 - A. Knowledge of the Code of Ethics
 - B. Misrepresentation
 - C. Awareness of Professional Associations
 - D. Honest Reporting
 - E. Fair and Accurate Testimony
 - F. Conflicts of Interest
 - G. Unbiased
 - H. Employee/Employer Ethical Relationship
 - I. Confidentiality
3. LAW-Basic Knowledge 20 hours training with at least 1 practical
 - A. Basic Law
 - 1 Basic knowledge of State and Federal courts
 - 2 Basic knowledge of legal terminology and definitions
 - 3 Purpose and function of law
 - 4 US Constitution-Bill of Rights
 - 5 Distinguish between Private Investigator and law enforcement
 - 6 Private Investigator limitations and liability
 - 7 Reciprocity and non-reciprocity states
 - 8 Magistrates and courts
 - 9 Types of crime (misdemeanor vs. felony)
 - B. Legal Procedures and Due Process
 - 1 Probable cause
 - 2 Warrants
 - 3 Arrests
 - 4 Bail
 - 5 Trial
 - 6 Pre-sentencing investigations
 - 7 Appeals
 - C. Elements of Crime
 - 1 The Code of Virginia-Criminal Section 18.2
 - a felony
 - b misdemeanor
 - D. Civil Law
 - 1 Torts
 - 2 Civil warrants
 - 3 Discovery, depositions, and testimony
 - 4 Trials
 - 5 Appeals

- E. Evidence
 - 1 Rules of evidence
 - 2 Types of evidence
 - 3 Requirements (e.g., chain of custody)
- F. Collecting Information within Privacy Requirements
 - 1 Privileged communication
 - 2 Privacy Act
 - 3 Freedom of Information Act
 - 4 Fair Credit Reporting Act
 - 5 Wiretapping law
 - 6 Fair Debt Collection Act
 - 7 Gramm-Leach-Bliley Act
 - 8 Employment laws
- 4. INVESTIGATIVE TECHNIQUES 30 hours training with at least 2 practical
 - A. General Types of Investigations
 - 1 Insurance (e.g., worker's compensation)
 - 2 Information gathering (e.g., background)
 - 3 Family law (domestic)
 - 4 Corporate investigations (e.g., theft or EEOC violations)
 - 5 Surveillance
 - 6 Loss prevention
 - 7 Fraud and financial
 - 8 Criminal defense
 - 9 Locates (e.g., missing persons, witness locates)
 - 10 Undercover
 - B. Skills
 - 1 Surveillance
 - a surveillance methods
 - 1 covert and overt
 - 2 mobile, fixed, and foot
 - 3 reconnaissance
 - b surveillance of the subject
 - c equipment types (e.g., vehicle tracking, night vision, or video)
 - d law enforcement and citizen relations
 - e vehicle types
 - 2 Videography
 - a equipment types
 - b recording media
 - c required recording elements
 - d lighting conditions
 - e archive original tapes
 - f labeling
 - 3 Evidence
 - a identify
 - b collection and documentation

- c proper handling techniques
- d preservation
- 4 Additional skills
 - a photography
 - b forensic science
 - c computer skills (word processing and Internet)
 - d generating leads
 - e service of process
 - f pretext/cover story

C. Interviews

- 1 Technique
- 2 Establish rapport
- 3 Locations
- 4 Recording
- 5 Signed statements (written and transcribed)
- 6 Confessions
- 7 Interviewing versus interrogation
- 8 Legal issues
- 9 Types of interviewees (e.g., hostile and reluctant)
 - a Juvenile
 - b Suspects
 - c Hostile
 - d Reluctant

5. REPORT WRITING 4 hours training at least 1 practical

- A. Write Accurately Paying Attention to the Details
- B. Format/Technique
- C. Tape Recorded Field Notes
- D. Write Reports in a Clear, Concise and Brief Manner
- E. Write in a Professional Manner
- F. Avoid Jargon, Opinion and Biases
- G. Review Final Report Prior to Final Submission
- H. Retain records related to investigation

6. COMMUNICATION 2 hours training

- A. Progress Reports/Updates (Follow-up)
- B. Obtaining Current Case File Information
- C. Case Instructions (Expectations)
- D. Surveillance Team Communication
- E. Chain of Command
- F. Report Problems

No more than 3 hours of video training with each segment not to last more than 30 minutes